ForsythTech

More Than You Know

academic planner and handbook 2013-2014

Mission Statement

Forsyth Technical **Community College** provides students with exceptional technical education and training as well as college transfer, adult basic education. and continuing and corporate education programs to develop a globally competitive workforce. The College responds to student, employer and community needs with innovative, flexible programs and service delivery.

The Alumni Oval is located between Ardmore Hall, the Allman Center and the Technology Building on Main Campus. It is used for outdoor concerts, a place for students to study or find solitude, a place for classes to meet and other special college events.

The Forsyth Tech Alumni Association is selling personalized bricks that will be placed in the Alumni Oval. To order your bricks, download the Brick Order Form at http://alumni.forsythtech.edu or contact Angela Bryant, Foundation Office, 336.734.7618, abryant@forsythtech.edu. All contributions are tax deductible.



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Forsyth Tech Photo Usage Policy

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Upon arrival on Forsyth Tech's campuses and centers, people give their implied consent to the college to use these materials in any lawful purpose as detailed above. Photograph(s) and video footage may be obtained from both informal and formal settings. All negatives, positives, prints, digital image files and raw footage are the property of Forsyth Tech. If anyone wishes to withdraw his or her consent to the college for photography or videography usage, he or she may contact the Director of Marketing at 336.734.7520.

Minors - Photographs of minor visitors to campus, such as elementary or middle school students should not include identifying information, including name or hometown. Written parental permission is required before using photography that includes identifying information, such as name or hometown. For students attending programs at Forsyth Tech with their school, a photo permission signed for the school is sufficient.

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Photos may not be sold or used in any way for profit or commercial purposes, including use in commercial or professional websites or printed materials. Photos may not be used to suggest endorsement by Forsyth Tech for a product or service.

Name			Address _			
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Academic Calendar

(Approved by the Board of Trustees, August 16, 2012)

Fall Semester 2013 (80 Instructional Days)

Monday, August 19	First Day of Classes
Monday, September 2	Labor Day Holiday (No Classes)
Monday & Tuesday, October 7 & 8	Fall Break — Faculty Work Days (No Classes)
Wednesday, October 9	Professional Development Day (No Classes)
Thursday & Friday, November 28 & 29	
Saturday, November 30	No Saturday Classes
Monday, December 16	Last Day of Classes
Tuesday - Friday, December 17 - 20	Faculty Work Days
Monday, December 23 -	
Tuesday, December 31	Winter Holidays

Spring Semester 2014 (80 Instructional Days)

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Wednesday, January 1	New Year's Holiday
Thursday & Friday, January 2 & 3	Faculty Work Days
Monday, January 6	Faculty Work Day
Tuesday, January 7	First Day of Classes
Monday, January 20	Martin Luther King Holiday (No Classes)
Tuesday, March 11	Planning Day (No Classes)
Wednesday & Thursday, March 12-13	Spring Break — Faculty Work Days (No Classes)
Friday, April 18	Easter Holiday (No Classes)
Saturday, April 19	No Saturday Classes
Monday, May 5	Last Day of Classes
Tuesday & Wednesday, May 6 & 7	Faculty Work Days
Thursday, May 8	
Friday, May 9	Professional Development Day/ Faculty Work Day

Summer Term 2014 (50 Instructional Days)

Friday, May 16	First Day of Classes
Monday, May 26	Memorial Day Holiday (No Classes)
Friday, July 4	Independence Day Holiday (No Classes)
Saturday, July 5	No Saturday Classes
Monday, July 28	Last Day of Classes
Tuesday - Friday, July 29 - August 1	Faculty Work Days
Monday - Friday, August 4 - 8	Faculty Work Days

Welcome from Dr. Gary M. Green



Welcome to Forsyth Technical Community College! We are delighted you have selected our College to continue your education.

Whether you are here to earn a two-year AAS degree that will lead directly to a job in your chosen field, or to earn an AA or AS degree and then move on to a four-year school, you will find that Forsyth Tech offers the educational foundation you will need to be successful.

We accomplish this through a combination of rigorous

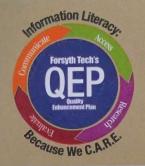
academics and cutting-edge technology, along with many opportunities to learn outside the classroom. I urge you to take advantage of these opportunities whenever possible and expand your college experience through internships, study abroad opportunities, and participation in on-campus organizations.

I also hope you will take advantage of the many support services we offer, such as academic counseling, free tutoring, and mentoring programs. We are here to help you in any way we can, both in and out of the classroom.

This planner offers a wealth of information on event dates, as well as support programs, procedures, locations, student organizations, and more. I urge you to take the time to read the different sections and explore our website at www.forsythtech.edu to discover all that Forsyth Tech has to offer. I think you'll find a lot that will surprise you.

Best wishes for your future success,

Gary M. Green President



Information Literacy at Forsyth Tech - Information Literacy means being able to access critical information, knowing how to research the right amount and right quality of information that fits the task, being able to evaluate and analyze that information appropriately to solve a problem, and having the ability to communicate that information to others. These are the skills that are necessary for continued success in life, continued learning, career success and the ability to adapt in a changing world. Forsyth Tech feels these skills are of vital importance for students in this Information Age. To emphasize this, the slogan Information Literacy: Because We C.A.R.E. is being used for its QEP campaign. The C.A.R.E. acronym stands for the essential skills (Communicate, Access, Research, and Evaluate) that are beneficial to students.

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Registration/Fee Payment Deadline for Fall Semester Registration > Noon	16	17
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Last Day of Summer Term Classes	No Classes > Faculty Work Day	No Classes > Faculty Work Day

COLOR...... AREA OF COLLEGE
Black...... Holidays/General Information
Brown Learning Center
Dk. Blue.... Learning Technologies
Green Financial Aid/Bookstore/Payment Information

Lt. Blue...... Admissions/Registration
Purple Career Services/Counseling/Disability Services/Rousseau Minority Male Mentoring/
Shugart Women's Center

Red..... Student Activities

Thursday	Friday	Saturday	Sunday
Independence Day Holiday > College Closed/ No Classes	No Classes > Faculty Work Day	6 No Classes	7
11	Last Day to Drop Without Penalty (Automatic W Grade) for Summer Term 2nd 5 Week-Classes	13	14
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First Day to Use Financial Aid/Third Party in the	College Closed to Students (Employee Meeting	Late Registration for Fall Semester		
First Day of Fall Semester Classes Drop/Add > 8 a.m 6:30 p.m. Fall Welcome Back Bash > Alumni Oval > 8 a.m 2 p.m. Using Blackboard Workshop > OCG Lecture Hall > Time TBA SGA Membership Drive > Application is on Techlink	Drop/Add > 8 a.m 6:30 p.m. Fall Welcome Back Bash > Alumni Oval > 8 a.m Noon and 4:30 - 6:30 p.m. Payment Deadline for Any "Adds" During Drop/Add > 7 p.m. Last Day to Apply for 75% Refund for Fall Semester 1st 4-Week Classes Using Blackboard > Choice of NWFC or TTC > Room TBA > Time TBA SGA Membership Drive > Application is on Techlink	> 8 a.m 6:30 p.m. 21 Student Veterans Association Meeting > Location TBA > 3 - 5 p.m. Using Blackboard > GSC, Room TBA > Time TBA SGA Membership Drive > Application is on Techlink		
Student Photo IDs Begin > Schedule Varies by Campus SGA Membership Drive > Application is on Techlink	Student Activity Day > MWC > 10 a.m 1 p.m. Using Your TI-83/84 Calculator Workshop > Location TBA > Noon - 1 p.m. SGA Membership Drive > Application is on Techlink	Last Day to Apply for 75% Refund for Fall Full-28 Semester Classes Student Activity Day > GSC > 10 a.m 1 p.m. Philosophical Society Meeting > TEC 542 > 2 - 4 p.m. Using Your TI-83/84 Calculator Workshop > Location TBA > 5 - 6 p.m. SGA Membership Drive > Application is on Techlink		

COLOR...... AREA OF COLLEGE
Black...... Holidays/General Information Brown Learning Center Dk. Blue..... Learning Technologies Green Financial Aid/Bookstore/Payment Information

Lt. Blue...... Admissions/Registration
Purple Career Services/Counseling/Disability Services/Rousseau Minority Male Mentoring/ Shugart Women's Center

Red..... Student Activities

Thursday	Friday	Saturday	Sunday
1	2	3	4
8	Registration/Fee Payment Deadline for Fall Semester Walk-In Registration > Noon	10	11
Late Registration for Fall Semester > 8 a.m 6:30 p.m.	Registration/Fee Payment Deadline for Fall Semester Late Registration > Noon Deadline to Apply for 100% Refund for Fall Full-Semester Classes and Fall Semester 1st 8-Week Classes and 1st 4-Week Classes > 3 p.m. Student Leadership Team Training > Location TBA > 8:30 a.m 3 p.m.	17	18
Student Activity Day > NWFC > 10 a.m 1 p.m. Last Day to Apply for 75% Refund for Fall Semester 1st 8-Week Classes SGA Membership Drive > Application is on Techlink	Using Blackboard Workshop > Choice of Stokes Early College, Room TBA, or OCG Lecture Hall > Time TBA SGA Membership Drive > Application is on Techlink	24	25
Student Activity Day > TTC > 10 a.m 1 p.m. Using Your TI-83/84 Calculator Workshop > Location TBA > 3 - 4 p.m. SGA Membership Drive > Application is on Techlink	30 SGA Membership Drive > Application is on Techlink	31	

TERM EXPLANATION ALL..... Allman Center ARD..... Ardmore Hall MC Main Campus
FTSCC .. Forsyth Tech Stokes County Center MWC Mazie Woodruff Center

GSC Grady Swisher Center HAU Hauser Hall

NWFC.. Northwest Forsyth Center OGC..... Oak Grove Center
SGA Student Government Association
TEC..... Technology Building

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Monday	Tuesday	Wednesday
2 Labor Day Holiday > College Closed/No Classes	SmarThinking (Online Tutoring) Workshop > Location TBA > Choice of 10 -11 a.m. or 3 - 4 p.m. SGA Membership Drive > Application is on Techlink	SmarThinking (Online Tutoring) Workshop > Location TBA > Choice of 10 -11 a.m. or 5 - 6 p.m. Using Your TI-83/84 Calculator Workshop > Location TBA > Noon - 1 p.m. Rousseau Minority Male Mentoring Program - Preparing for Academia Series > Location TBA > Noon - 1:15 p.m.
Clubs Council Meeting > TEC 130 > 2 p.m.	Taking Notes & Reading Textbook Workshop > Location TBA > Noon - 1 p.m. SGA Meeting > TEC 130 > 3 p.m.	Successful Writing Strategies Workshop > Location TBA > Noon - 1 p.m. Rousseau Minority Male Mentoring Program - Preparing for Academia Series > Location TBA > Noon - 1:15 p.m. Accommodations Due to Disability Services Office for Returning Students Philosophical Society Meeting > TEC 542 > 2 - 4 p.m. Patriots Day: AMB Service Projects > Location TBA
Last Day to Drop Without Penalty (Automatic W Grade) for Fall Semester 1st 8-Week Classes 16 Last Day for 100% Refund for Fall Semester 2 nd 4-Week Classes Test Preparation and Test Anxiety Workshop > Location TBA > Noon - 1 p.m. Taking Notes & Reading Textbook Workshop > Location TBA > 5 - 6 p.m. SGA Special Event	Constitution Day/Club Fair > TEC 1st Floor > 10 a.m 1 p.m. Memory Skills Workshop > Location TBA > Noon - 1 p.m.	Shugart Women's Center Health Fair > TEC Lobby > 9:30 a.m 1 p.m. Rousseau Minority Male Mentoring Program Preparing for Academia Series > Location TBA > Noon - 1:15 p.m. Student Veterans Association Meeting > Location TBA > 3 - 5 p.m. Successful Writing Strategies Workshop > Location TBA > 5 - 6 p.m. Last Day for 75% Refund for Fall Semester 2 nd 4-Week Classes
23 30	SGA Meeting > TEC 130 > 3 p.m.	Resume Workshop > TEC 544 > 10 - 11 a.m. Rousseau Minority Male Mentoring Program - Preparing for Academia Series > Location TBA > Noon - 1:15 p.m. Philosophical Society Meeting > TEC 542 > 2 - 4 p.m. Financial Aid Forum > Location TBA > 2 p.m. Test Preparation and Test Anxiety Workshop > Location TBA > 5 - 6 p.m.

COLOR...... AREA OF COLLEGE

Black...... Holidays/General Information
Brown Learning Center
Dk. Blue.... Learning Technologies
Green Financial Aid/Bookstore/Payment Information

Lt. Blue.....

Admissions/Registration Career Services/Counseling/Disability Services/Rousseau Minority Male Mentoring/ Shugart Women's Center

Red.... Student Activities

Watch for a QEP: Information Literacy event this month.

Thursday	Friday	Saturday	Sunday
			1
SmarThinking (Online Tutoring) Workshop > Location TBA > Choice of 9 - 10 a.m. or 2 - 3 p.m. Using Your TI-83/84 Calculator Workshop > Location TBA > 5 - 6 p.m. Career Assessments > TEC 544 > 9:30 - 10:30 a.m.	Deadline to Use Financial Aid/Third Party in the Bookstore > 3 p.m.	7	8
Resume Workshop > TEC 544 > Choice of 9:30 - 10:30 a.m. or 2 - 3 p.m. Successfull Math Strategies Workshop > Location TBA > Noon - 1 p.m. Shugart Women's Center Clothes Distribution > HAU 206 > 9 a.m 1 p.m.	Intent to Graduate Forms Due for Prospective December Graduates Interviewing Skills and Dress for Success > TEC 544 > 11 a.m Noon	14	15
Career Assessments > TEC 544 > 3:30 - 4:30 p.m. Successfull Math Strategies Workshop > Location TBA > 5 - 6 p.m. Shugart Women's Center Clothes Distribution > HAU 206 > 9 a.m 1 p.m.	Rousseau Minority Male Mentoring Program Clothing Distribution > ALL 114 > By Appointment Only Back to School Golf Tournament > Location TBA > Time TBA SGA Fall Retreat	Leadership Conference > Salem College > All Day	22
Memory Skills Workshop > Location TBA > 5 - 6 p.m.	27	28	29

KEY

TERM EXPLANATION ALL..... Allman Center

ARD..... Ardmore Hall MC Main Campus
FTSCC ... Forsyth Tech Stokes County Center MWC Mazie Woodruff Center

GSC Grady Swisher Center HAU Hauser Hall

NWFC.. Northwest Forsyth Center OGC..... Oak Grove Center SGA..... Student Government Association TEC..... Technology Building

Fall Semester 2013

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Monday	Tuesday	Wednesday
	Admissions Deadline for Spring ADN Program	Pauling Langua & Cradicida Bauding Langua & Para
7	Intramural Volleyball Meeting > WC Gym > 3 p.m.	Bowling League > Creekside Bowling Lanes > 3 p.m. 9 Professional Development Day for Faculty and
Fall Break > No Classes/Faculty Work Day 14 Clubs Council Meeting > TEC 130 > 2 p.m. Successful Writing Strategies Workshop > Location TBA > 5 - 6 p.m.	Fall Break > No Classes/Faculty Work Day 15 Successful Writing Strategies Workshop > Location TBA > 2 - 3 p.m. Intramural Volleyball > WC Gym > 3 p.m. SGA Meeting > TEC 130 > 3 p.m.	Staff > No Classes/Faculty Work Day Blood Drive > TEC 118 > 9 a.m 1:30 p.m. Rousseau Minority Male Mentoring Program Financial Literacy Series > Location TBA > Noon - 1:15 p.m. Successful Math Strategies Workshop > Location TBA > Choice of 2 - 3 p.m. or 5 - 6 p.m. Resume Workshop > TEC 544 > 3 - 4 p.m. Bowling League > Creestide Bowling Lanes > 3 p.m. Student Veterans Association Meeting > Location TBA > 3 - 5 p.m. Financial Aid Balance Checks Mailed for Students Who Received Award Letter by Priority Processing Date and Charged Tuition/Fees/Books Passionately Pink Day
Last Day to Apply for 75% Refund for Fall Semester	Intramural Volleyball > WC Gym > 3 p.m.	Stop the Violence Event > TEC Lobby > Time TBA Philosophical Society Meeting > TEC 542 > 2 - 4 p.m. Bowling League > Creekside Bowling Lanes > 3 p.m. Last Day to Apply for 75% Refund for Fall Semester 2 nd 8-Week Classes
28	29	30
COLOR COLOR AREA OF COLLEGE	SGA Meeting > TEC 130 > 3 p.m. Lt. Blue Admissions/Registration	Bowling League > Creekside Bowling Lanes > 3 p.m.

COLOR KEY

COLOR...... AREA OF COLLEGE
Black...... Holidays/General Information
Brown Learning Center
Dk. Blue.... Learning Technologies
Green Financial Aid/Bookstore/Payment Information

Purple Career Services/Counseling/Disability Services/Rousseau Minority Male Mentoring/ Shugart Women's Center

Red..... . Student Activities

Watch for a QEP: Information Literacy event this month.

Thursday	Friday	Saturday	Sunday
3	Community Day > FTCCC > 10.2 m. 1 n.m.	5	6
Career Assessments > TEC 544 > 11 a.m Noon	Interviewing Skills and Dress for Success > TEC 544 > 9 - 10 a.m. Fall Festival > MC > 11 a.m 2 p.m.	12	13
Registration for 2 nd 8-Week Classes Last Day to Drop Without Penalty (Automatic W Grade) for Fall Full-Semester Classes Career Assessments > TEC 544 > 3:30 - 4:30 p.m. Test Preparation and Test Anxiety Workshop > Location TBA > Choice of 2 - 3 p.m. or 5 - 6 p.m. Last Day to Apply for 100% Refund for Fall Semester 2 nd 8-Week and 3 nd 4-Week Classes Accommodations Due to Disability Services Office for New Students	First Day of Fall Semester 2 nd 8-Week Classes Rousseau Minority Male Mentoring Program Clothing Distribution > ALL 114 > By Appointment Only Fall Golf Tournament > Location TBA > 1 p.m.	19	20
Shugart Women's Center Clothes Distribution > HAU 206 > 9 a.m 1 p.m.	25	26	27
TERM EXPLANATION GSC	Grady Swisher Center NWFC Northwest	Founds Contain TTC	Transportation Technology (e

TERM

TERM EXPLANATION ALL..... Allman Center

ARD..... Ardmore Hall

FTSCC... Forsyth Tech Stokes County Center

MWC.... Mazie Woodruff Center

GSC Grady Swisher Center

NWFC.. Northwest Forsyth Center OGC..... Oak Grove Center

SGA Student Government Association TEC..... Technology Building

Fall
Semester
2013

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December

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Monday	Tuesday	Wednesday
4	5	6
	Career Assessments > TEC 544 > Choice of 9:30 - 10:30 a.m. or 2 - 3 p.m. Resume Workshop > TEC 544 > 11 a.m Noon Intramural Volleyball > WC Gym > 3 p.m.	Philosophical Society Meeting > TEC 542 > 2 - 4 p.m. Bowling League > Creekside Lanes > 3 p.m.
Angel Tree Applications Due > 3 p.m.	Intramural Volleyball > WC Gym > 3 p.m.	Rousseau Minority Male Mentoring Program Workshop > Location TBA > Noon - 1:15 p.m. Rowling League > Creekside Lanes > 3 p.m. Financial Aid Balance Checks Mailed for Students Who Did Not Receive Award Letter by Priority Processing Date
Last Day to Apply for 75% Refund for Fall Semester 4th 4-Week Classes	Career Assessements > TEC 544 > 11 a.m Noon Intramural Volleyball > WC Gym > 3 p.m.	Resume Workshop > TEC 544 > Choice of 10 - 11 a.m. or 3-4 p.m. Philosophical Society Meeting > TEC 542 > 2 - 4 p.m. Bowling League Banquet > Creekside Lanes > 3 p.m. Student Veterans Association Meeting > Location TBA > 3 - 5 p.m.
Angel Tree Kick-Off > Allman Lobby > Time TBA	Interviewing Skills and Dress for Success > Location TBA > 2:30 - 3:30 p.m. Intramural Volleyball Banquet > Location TBA > Time TBA SGA Meeting > TEC 130 > 3 p.m.	27

COLOR...... AREA OF COLLEGE

Black Holidays/General Information
Brown Learning Center
Dk. Blue.... Learning Technologies
Green Financial Aid/Bookstore/Payment Information

Career Services/Counseling/Disability Services/Rousseau Minority Male Mentoring/ Shugart Women's Center Purple ...

Red..... Student Activities

Registration for Spring Semester starts this month. Please check Techlink for the exact dates.

Watch for a QEP: Information Literacy event this month.

Thursday	Friday	Saturday	Sunday
	1	2	3
7	Angel Tree Applications Available on Techlink 8 Interviewing Skills and Dress for Success > TEC 544 > 10 - 11 a.m.	9	10
Last Day to Drop Without Penalty (Automatic W) for Fall Semester 2 nd 8-Week Classes Last Day to Apply for 100% Refund for Fall Semester 4 th 4-Week Classes SGA Special Event > Location TBA > Time TBA	Rousseau Minority Male Mentoring Program Clothing Distribution > ALL 114 > By Appointment Only	16	17
Shugart Women's Center Clothes Distribution > HAU 206 > 9 a.m 1 p.m. Great American Smokeout Day	22	23	24
Thanksgiving Holiday > College Closed/ No Classes	Thanksgiving Holiday > College Closed/No Classes	Thanksgiving Holiday > College Closed/ No Classes	

TEUN WE

TERM EXPLANATION
ALL..... Allman Center

ARD..... Ardmore Hall
FTSCC .. Forsyth Tech Stokes County Center

MWC Mazie Woodruff Center

GSC Grady Swisher Center HAU Hauser Hall MC Main Campus NWFC.. Northwest Forsyth Center OGC..... Oak Grove Center

OGC..... Oak Grove Center SGA Student Government Association TEC...... Technology Building TTC...... Transportation Technology Center WC...... West Campus

2013

E C E M B E R

2013

Fall	
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Monday	Tuesday	Wednesday
Clubs Council Meeting > TEC 130 > 2 p.m.	3	Philosophical Society Meeting > TEC 542 > 2 - 4 p.m. SVC End of Semester Event > TEC 123 > Time TBA
9	SGA Meeting > TEC 130 > 3 p.m.	Rousseau Minority Male Mentoring Program Workshop > Location TBA > Noon - 1:15 p.m. Student Veterans Association Meeting > Location TBA > 3 - 5 p.m. Angel Tree Pick-Up > TEC 124 > Time TBA
Last Day of Fall Semester Classes	No Classes > Faculty Work Day	No Classes > Faculty Work Day Financial Aid Balance Checks Mailed for Students Who Did Not Receive Award Letter by Priority Processing Date
23 Winter Holidays > College Closed/No Classes	Winter Holidays > College Closed/No Classes	Winter Holidays > College Closed/No Classes
30 Winter Holidays > College Closed/No Classes	Winter Holidays > College Closed/No Classes	Consignation of the control of the c

COLOR...... AREA OF COLLEGE
Black...... Holidays/General Information
Brown Learning Center
Dk. Blue.... Learning Technologies
Green Financial Aid/Bookstore/Payment Information

Lt. Blue..... Admissions/Registration

. Career Services/Counseling/Disability Services/Rousseau Minority Male Mentoring/ Shugart Women's Center

Red..... Student Activities

Thursday	Friday	Saturday	Sunday
5	Registration/Fee Payment Deadline for Spring Semester Early Registration > Noon Angel Tree Donations Due > TEC 124 > Time TBA	7	8
Angel Tree Pick-Up > TEC 124 > Time TBA	Rousseau Minority Male Mentoring Program Clothing Distribution > ALL 114 > By Appointment Only	14	15
No Classes > Faculty Work Day	20 No Classes > Faculty Work Day	21	22
Winter Holidays > College Closed/No Classes	Winter Holidays > College Closed/No Classes	Winter Holidays > College Closed/ No Classes	29

TERM EXPLANATION ALL..... Allman Center HAU Hauser Hall
ARD..... Ardmore Hall MC Main Campus
FTSCC .. Forsyth Tech Stokes County Center MWC Mazie Woodruff Center

GSC Grady Swisher Center

NWFC.. Northwest Forsyth Center OGC..... Oak Grove Center SGA Student Government Association TEC..... Technology Building

Spring Semester 2014

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January

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Monday	Tuesday	Wednesday
No Classes > Faculty Work Day Late Registration for Spring Semester > 8 a.m 6:30 p.m. Registration/Fee Payment Deadline for All Late Spring Semester Late Registration > 7 p.m. Last Day for 100% Refund for Spring Semester Full- Term Classes, 1st 8-Week Classes and 1st 4-Week Classes > 7 p.m. 13 Clubs Council Meeting > TEC 130 > 3 p.m.	First Day of Spring Semester Classes Drop/Add > 8 a.m 6:30 p.m. Rousseau Minority Male Mentoring Program Workshop > TEC 118 > Noon - 1:15 p.m. Using Blackboard Workshop > 0CG Lecture Hall > Time TBA 14 SGA Meeting > TEC 130 > 3 p.m.	New Year's Holiday > College Closed/No Classes Drop/Add > 8 a.m 6:30 p.m. Rousseau Minority Male Mentoring Program & Workshop > Location TBA > Noon - 1:15 p.m. Deadline for Payment for Any Changes Made During Drop/Add > 7 p.m. Using Blackboard Workshop > Choice of NWFC, Room TBA or TTC, Room TBA > Time TBA, Last Day to Apply for 75% Refund for Spring Semester 1st 4-Week Classes 15 Philosophical Society Meeting > TEC 542 > 2 - 4 p.m. Student Veterans Association Meeting > Location TBA > 3 - 5 p.m.
20 Martin Luther King Jr. Holiday	21	22
> College Closed/No Classes 27	Intramural Basketball Organizational Meeting > WC Gym > 3 p.m.	Philosophical Society Meeting > TEC 542 > 2 - 4 p.m. Accommodations Due to Disability Services Office for Returning Students

COLOR

COLOR...... AREA OF COLLEGE
Black Holidays/General Information

Brown Learning Center
Dk. Blue..... Learning Technologies
Green Financial Aid/Bookstore/Payment Information

Career Services/Counseling/Disability Services/Rousseau Minority Male Mentoring/ Shugart Women's Center

Red..... Student Activities

Thursday	Friday	Saturday	Sunday
No Classes > Faculty Work Day	First Day to Use Financial Aid/Third Party in the Bookstore Student Leadership Team Retreat > Location TBA > 8:30 a.m 3 p.m. No Classes > Faculty Work Day	4	5
Using Blackboard Workshop > Choice of GSC, Room TBA or MWC, Room TBA > Time TBA	Last Day to Apply for 75% Refund for 1st 8-Week Classes > 3 p.m. Using Blackboard Workshop > Choice of Stokes Early College, Room TBA or Oak Grove Center Auditorium > Time TBA	11	12
Last Day to Apply for 75% Refund for Spring Full- Semester Classes	Rousseau Minority Male Mentoring Program Clothing Distribution > ALL 114 > By Appointment Only	18	19
23	Deadline to Use Financial Aid/Third Party in the Bookstore > 3 p.m. Dr. Martin Luther King Jr. Tribute > Main Campus > 6 p.m.	25	26
30 Career Assessments > TEC 544 > 9:30 - 10:30 a.m.	Dr. Martin Luther King Jr. Tribute Inclement Weather Date		
TERM EXPLANATION GSC	Grady Swisher Center NWFC Northwest Fr	are the Contact TTC	Transportation Technology

TERM EXPLANATION

ALL..... Allman Center HAU Hauser Hall
ARD..... Ardmore Hall MC Main Campus
FTSCC ... Forsyth Tech Stokes County Center MWC Mazie Woodruff Center

GSC Grady Swisher Center

NWFC.. Northwest Forsyth Center OGC..... Oak Grove Center SGA..... Student Government Association

TEC..... Technology Building

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Monday	Tuesday	Wednesday
Intent to Graduate Forms Due for Prospective May or July Graduates	Last Day to Drop Without Penalty (Automatic W) for Spring Semester 1st 8-Week Classes Career Assessments > TEC 544 > Choice of 11 a.m Noon or 2 - 3 p.m. Deadline to Apply for 100% Refund for Spring Semester 2nd 4-Week Classes Intramural Basketball > WC Gym > 3 p.m.	Bowling League Begins > Creekside Lanes > 3 p.m. Interviewing Skills and Dress for Success
Clubs Council Meeting > TEC 130 > 2 p.m.	Intramural Basketball > WC Gym > 3 p.m.	> TEC 544 > 9 - 10 a.m. Resume Workshop > TEC 544 > 11 a.m Noon Rousseau Minority Male Mentoring Program Workshop > Location TBA > Noon - 1:15 p.m. Bowling League > Creekside Lanes > 3 p.m. Philosophical Society Meeting > TEC 542 > 2 - 4 p.m. Black History Month Event > Location TBA > Time TBA
17	Intramural Basketball > WC Gym > 3 p.m.	Bowling League > Creekside Lanes > 3 p.m. Student Veterans Association Meeting > Location TBA > 3 - 5 p.m.
24	Intramural Basketball > WC Gym > 3 p.m. SGA Meeting > TEC 130 > 3 p.m.	Rousseau Minority Male Mentoring Program Workshop > Location TBA > Noon - 1:15 p.m. 26 Philosophical Society Meeting > TEC 542 > 2 - 4 p.m. Bowling League > Creekside Lanes > 3 p.m. Blood Drive > TEC 118 > 9 a.m 1:30 p.m. Financial Aid Balance Checks Mailed for Students Who Received Award Letter by Priority Processing Date and Charged Tuition/Fees/Books

COLOR

COLOR..... AREA OF COLLEGE

Black Holidays/General Information Brown Learning Center

Dk. Blue..... Learning Technologies Green Financial Aid/Bookstore/Payment Information

Purple Career Services/Counseling/Disability Services/Rousseau Minority Male Mentoring/

Shugart Women's Center

Red..... Student Activities

Watch for a QEP: Information Literacy event this month.

Thursday	Friday	Saturday	Sunday
		1	2
Deadline to Apply for 75% Refund for Spring Semester 2 nd 4-Week Classes Intramural Basketball > WC Gym > 3 p.m.	National Wear Red Day (Women's Heart Health) Ice Skating > Coliseum Annex > Time TBA	8	9
Intramural Basketball > WC Gym > 3 p.m.	Rousseau Minority Male Mentoring Program Clothing Distribution > ALL 114 > By Appointment Only Leadership Series Workshop I > Location TBA > Noon - 3 p.m.	15	16
Shugart Women's Center Clothes Distribution > HAU 206 > 9 a.m 1 p.m. Intramural Basketball > WC Gym > 3 p.m.	Leadership Series Workshop II > Location TBA > Noon - 3 p.m.	22	23
Resume Workshop > TEC 544> 9:30 - 10:30 a.m. Intramural Basketball > WC Gym > 3 p.m. Admissions Deadline for All Fall Semester 2014 Nursing Programs	Leadership Series Workshop III > Location TBA > Noon - 3 p.m.		



TERM EXPLANATION

ALL..... Allman Center

ARD..... Ardmore Hall
FTSCC .. Forsyth Tech Stokes County Center

MWC Mazin Campus
MWC Mazie Woodruff Center

GSC Grady Swisher Center

HAU Hauser Hall

NWFC.. Northwest Forsyth Center OGC..... Oak Grove Center

SGA Student Government Association TEC..... Technology Building

M A R C H

Spring Semester 2014

January

May

M T W TH F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Monday	Tuesday	Wednesday
Ambassador Applications Available on Techlink	Registration for 2 nd 8-Week Classes > 8 a.m 6:30 p.m. Last Day to Drop Without Penalty (Automatic W Grade) for Spring Full-Semester Classes Last Day to Apply for 100% Refund for Spring Semester 2 nd 8-Week Classes and 3 rd 4-Week Classes Accommodations Due to Disability Services Office for New Students Intramural Basketball > WC Gym > 3 p.m.	First Day of Spring Semester 2 nd 8-Week Classes Bowling League > Creekside Lanes > 3 p.m.
Last Day to Apply for 75% Refund for Spring Semester 2nd 8-Week Classes Clubs Council Meeting > TEC 130 > 2 p.m. Alpha Mu Beta Applications Available on Techlink	Planning Day for Faculty and Staff > No Classes/ Faculty Work Day	Spring Break > No Classes/Faculty Work Day
17 Women's Week	Resume Workshop > TEC 544 > 11 a.m Noon Career Assessments > TEC 544 > 2 - 3 p.m. SGA Meeting > TEC 130 > 3 p.m. Intramural Basketball > WC Gym > 3 p.m. Women's Week	Bowling League > Creekside Lanes > 3 p.m. 19 Student Veterans Association Meeting > Location TBA > 3 - 5 p.m. Financial Aid Balance Checks Mailed for Students Who Did Not Receive Award Letter by Priority Processing Date Women's Week
31	Resume Workshop > TEC 544 > 2:30 - 3:30 p.m. Women's Achievement Program > Location TBA > 3 p.m. Intramural Basketball > WC Gym > 3 p.m.	Philosophical Society Meeting > TEC 542 > 2 - 4 p.m. Bowling League Banquet > Location TBA > 3 p.m.

COLOR

COLOR...... AREA OF COLLEGE

Black Holidays/General Information

Brown Learning Center

Dk. Blue..... Learning Technologies Green Financial Aid/Bookstore/Payment Information Lt. B.ue..... Admissions/Registration

Purple Career Services/Counseling/Disability Services/Rousseau Minority Male Mentoring Shugart Women's Center

Red..... Student Activities

Advising for Summer Term month. Please check lexiblink for the exact dates.

Watch for a QEP: Information Literacy event this month.

Thursday	Friday	Saturday	Sunday
		1	2
Deadline to Apply for 75% Refund for Spring Semester 3 rd 4-Week Classes Intramural Basketball > WC Gym > 3 p.m.	Career Assessments > TEC 544 > 10 - 11 a.m. Leadership Series Workshop IV > Location TBA > Noon - 3 p.m.	8	9
Spring Break > No Classes/Faculty Work Day	Rousseau Minority Male Mentoring Program Clothing Distribution > ALL 114 > By Appointment Only	15	16
Interviewing Skills and Dress for Success > TEC 544 > 9:30 - 10:30 a.m. Intramural Basketball > WC Gym > 3 p.m. Women's Week	Women's Week	22	23
Shugart Women's Center Clothes Distribution > HAU 206 > 9 a.m 1 p.m. Intramural Basketball > WC Gym > 3 p.m. Admissions Deadline for Fall Semester Allied Health Programs	28	29	30

TERM EXPLANATION

ALL..... Allman Center HAU Hauser Hall
ARD..... Ardmore Hall MC Main Campus
FTSCC .. Forsyth Tech Stokes County Center MWC Mazie Woodruff Center

GSC Grady Swisher Center

NWFC.. Northwest Forsyth Center OGC..... Oak Grove Center

SGA Student Government Association TEC..... Technology Building

TTC..... Transportation Technology Center WC West Campus

2014

Spring Semester 2014

January

May TH 1 8 15 22 29 F 2 9 16 23 30 5 10 17 24 31 S 4 11 18 25 7 14 21 28 5 12 19 26

Monday	Tuesday	Wednesday
	Intramural Basketball > WC Gym > 3 p.m. SGA Meeting (Special Committees) > TEC 130 > 3 p.m. SGA Evening Student Event > Location TBA > 4:30 - 6:30 p.m.	2
Career Assessments > TEC 544 > 9 - 10 a.m. Last Day to Apply for 100% Refund for Spring Semester 4th 4-Week Classes Last Day to Drop Without Penalty (Automatic W Grade) for 2nd 8-Week Classes	Resume Workshop > TEC 544 > Choice of 9:30 - 10:30 a.m. or 2:30 - 3:30 p.m. Intramural Basketball Banquet > Location TBA > Time TBA	Rousseau Minority Male Mentoring Program Workshop > Location TBA > Noon - 1:15 p.m. Philosophical Society Meeting > TEC 542 > 2 - 4 p.m. Last Day to Apply for 75% Refund for Spring Semester 4th 4-Week Classes
Clubs Council Meeting > TEC 130 > 2 p.m.	15 SGA Meeting > TEC 130 > 3 p.m.	Student Veterans Association Meeting > Location TBA > 3 - 5 p.m.
Registration/Fees Payment Deadline for Summer Term Early Registration > Noon	SGA Leadership Awards Banquet > Location TBA > 3 p.m.	Resume Workshop > TEC 544 > 10 - 11 a.m. Philosophical Society Meeting > TEC 542 > 2 - 4 p.m. Financial Aid Balance Checks Mailed for Students Who Did Not Receive Award Letter by Priority Processing Date
28	29 SGA Meeting > TEC 130 > 3 p.m.	30

COLOR...... AREA OF COLLEGE Black Holidays/General Information
Brown Learning Center
Dk. Blue.... Learning Technologies
Green Financial Aid/Bookstore/Payment Information

Purple

Career Services/Counseling/Disability Services/Rousseau Minority Male Mentoring/ Shugart Women's Center

.... Student Activities

Registration for Summer Learn

month. Please theor Technick

Watch for a QEP: Information Literacy event this month.

2014

Thursday	Friday	Saturday	Sunday
Job Fair > TEC Lobby > 9 a.m 1 p.m. Intramural Basketball > WC Gym > 3 p.m.	4	5	6
10	Interviewing Skills and Dress for Success > Location TBA > 10 - 11 a.m. Spring Fling > MC > 11 a.m 2 p.m.	12	13
Shugart Women's Center Clothes Distribution > HAU 206 > 9 a.m 1 p.m.	18 Easter Holiday > College Closed > No Classes	Easter Holiday > College Closed > No Classes	20
24	Interviewing Skills and Dress for Success > Location TBA > 11 a.m Noon Rousseau Minority Male Mentoring Program End of Year Program > Location TBA > Noon - 1:30 p.m. Spring Golf Tournament > Location TBA > 1 p.m.	26	27
TERM EXPLANATION GSC	Grady Swisher Center NWFC Northwest F	orsyth Center TTC	Transportation Technology Ce

ALL..... Allman Center HAU Hauser Hall
ARD..... Ardmore Hall MC Main Campus
FTSCC .. Forsyth Tech Stokes County Center MWC Mazie Woodruff Center

HAU Hauser Hall

OGC..... Oak Grove Center SGA Student Government Association TEC Technology Building

M A Y

2014

Spring Semester 2014

January

May

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Monday	Tuesday	Wednesday
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Last Day of Spring Semester Classes	No Classes > Faculty Work Day	No Classes > Faculty Work Day
First Day to Use Financial Aid and Third-Party Funds in Bookstore for Summer Term	13	14
Drop/Add > 8 a.m 6:30 p.m. Payment Deadline for Any Changes Made During Drop/Add > 7 p.m.	Last Day to Apply for 75% Refund for Summer Term 1st 5-Week Classes	21
Memorial Day Holiday > College Closed/ No Classes	27	28

COLOR KEY COLOR...... AREA OF COLLEGE
Black Holidays/General Information
Brown Learning Center
Dk. Blue.... Learning Technologies
Green Financial Aid/Bookstore/Payment Information

Purple Career Services/Counseling/Disability Services/Rousseau Minority Male Mentoring/ Shugart Women's Center

ed..... Student Activities

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Thursday	Friday		Saturday	Sunday
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8 Commencement	Professional Development Day for Faculty a > No Classes/ Faculty Work Day	9 and Staff	10	11
Late Registration for Summer Term > 8 a.m 6:30 p.m. Registration/Fees Payment Deadline for Summer Term Late Registration > 7 p.m. Last Day to Apply for 100% Refund for Summer Full-Term Classes and 1" 5-Week Classes	First Day of Summer Term Classes Drop/Add > 8 a.m Noon SGA Summer Leadership Retreat Rousseau Minority Male Mentoring	16	SGA Summer Leadership Retreat	18 SGA Summer Leadership Retreat
Last Day to Apply for 75% Refund for Summer Full-Term (10-Week) Classes	Deadline to Use Financial Aid and Third-Pai Funds in Bookstore for Summer Term	23	24	25
Shugart Women's Center Clothes Distribution > HAU 206 > 9 a.m 1 p.m.	GSC Grady Swisher Center NWFC	30	31	Transportation Technology C

 TERM
 EXPLANATION
 GSC Grady Swisher Center

 ALL...... Allman Center
 HAU Hauser Hall

 ARD..... Ardmore Hall
 MC Main Campus

 FTSCC ... Forsyth Tech Stokes County Center
 MWC Mazie Woodruff Center

NWFC... Northwest Forsyth Center OGC..... Oak Grove Center SGA..... Student Government Association TEC...... Technology Building

Summer Semester 2014

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Wednesday	Tuesday	Monday			
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Accommodations Due to Disability Services Office for Returning Students	10	Rousseau Minority Male Mentoring Program Recognizing Men's Health Month			
Blood Drive > TEC 118 > 9 a.m 1:30 p.m.					
18	17	Last Day to Drop Without Penalty (Automatic W			
Rousseau Minority Male Mentoring Program Summer Bridge Program Week Financial Aid Balance Checks Mailed for Students Who Received Award Letter by Priority Processing Date and Charged Tuition/Fees/Book	First Day of 2 nd 5-Week Classes Rousseau Minority Male Mentoring Program Summer Bridge Program Week	Grade) for Summer Term 8-Week Classes Last Day to Drop Without Penalty (Automatic W Grade) for Summer Full-Term Classes Last Day of Summer Term 1*5-Week Classes Accommodations Due to Disability Services Office for New Students Last Day to Apply for 100% Refund for Summer Term 2™ 5-Week Classes Rousseau Minority Male Mentoring Program Summer Bridge Program Week 30			



COLOR...... AREA OF COLLEGE Black Holidays/General Information
Brown Learning Center
Dk. Blue..... Learning Technologies
Green Financial Aid/Bookstore/Payment Information

Admissions/Registration Career Services/Counseling/Disability Services/Rousseau Minority Male Mentoring/ Shugart Women's Center Purple

Student Activities Red....

Watch for a QEP: Information Literacy event this month.

Thursday	Friday	Saturday	Sunday
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Last Day to Drop Without Penalty (Automatic W Grade) for 1st 5-Week Summer Term Classes	Intent to Graduate Forms Due for Prospective July Graduates	7	8
12	13	14	15
Shugart Women's Center Clothes Distribution > HAU 206 > 9 a.m 1 p.m.	Rousseau Minority Male Mentoring Program Clothing Distribution > ALL 114 > By Appointment Only	21	22
Rousseau Minority Male Mentoring Program Summer Bridge Program Week Last Day to Apply for 75% Refund for Summer Term 2 nd 5-Week Classes	Rousseau Minority Male Mentoring Program Summer Bridge Program Week	28	29

TERM EXPLANATION

ALL..... Allman Center

ARD..... Ardmore Hall

FTSCC .. Forsyth Tech Stokes County Center

MWC Mazie Woodruff Center

GSC Grady Swisher Center HAU Hauser Hall

NWFC.. Northwest Forsyth Center OGC..... Oak Grove Center
SGA Student Government Association
TEC...... Technology Building

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Last Day to Drop Without Penalty (Automatic W Grade) for Summer Term 2 nd 5-Week Classes Walk-In Registration for Fall Semester Classes 8 a.m. 6:30 p.m	Walk-In Registration for Fail Semester Classes	16
21	22	23
Last Day of Summer Term Classes	29 No Classes > Faculty Work Day	No Classes > Faculty Work Day

COLOR...... AREA OF COLLEGE
Black...... Holidays/General Information
Brown Learning Center
Dk. Blue... Learning Technologies
Green Financial Aid/Bookstore/Payment Information

Career Services/Counseling/Disability Services/Rousseau Minority Male Mentoring/ Shugart Women's Center Student Activities Purple ..

Red.....

Watch for a QEP: Information Literacy event this month.

Thursday	Friday	Saturday	Sunday
3	Independence Day Holiday > College Closed/No Classes	No Classes	6
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17	18	19	20
24	25	26	27
No Classes > Faculty Work Day			

TERM EXPLANATION GSC Grady Swisher Center
ALL Allman Center HAU Hauser Hall
ARD Ardmore Hall MC Main Campus
FTSCC ... Forsyth Tech Stokes County Center MWC ... Mazie Woodruff Center

NWFC.. Northwest Forsyth Center OGC.... Oak Grove Center
SGA Student Government Association
TEC..... Technology Building

U G U S T

2014

Fall Semester 2014

August

October

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COLOR...... AREA OF COLLEGE Black Holidays/General Information Brown Learning Center Dk. Blue... Learning Technologies

Green Financial Aid/Bookstore/Payment Information

Lt. Blue..... Admissions/Registration

Purple .. . Career Services/Counseling/Disability Services/Rousseau Minority Male Mentoring/

Shugart Women's Center Student Activities

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Thursday	Friday	Saturday	Sunday
	No Classes > Faculty Work Day	2	3
No Classes > Faculty Work Day	No Classes > Faculty Work Day	9	10
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TERM EXPLANATION
ALL.... Allman Center
ARD.... Ardmore Hall ALL..... Allman Center HAU Hauser Hall
ARD..... Ardmore Hall MC Main Campus
FTSCC ... Forsyth Tech Stokes County Center MWC Mazie Woodruff Center

GSC Grady Swisher Center

NWFC.. Northwest Forsyth Center OGC..... Oak Grove Center SGA Student Government Association TEC..... Technology Building

Fall Semester 2013

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3:30 - 4 p.m.							
4 - 4:30 p.m.							
4:30 - 5 p.m.							
5 - 5:30 p.m.							
5:30 - 6 p.m.							
6 - 6:30 p.m.							
6:30 - 7 p.m.							
7 - 7:30 p.m.							
7:30 - 8 p.m.							11
8 - 8:30 p.m.							
8:30 - 9 p.m.		,					
9 - 9:30 p.m.							
9:30 - 10 p.m.							

2014 Spring Semester

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Summer Term 2014

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Shugart Women's Center at Forsyth Tech



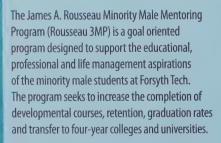
The overall mission of the Shugart Women's Center (SWC) is to promote the educational, personal and professional development of women attending Forsyth Tech by providing advocacy, referrals, information and resources to assist in achieving positive outcomes. Although the primary focus is on female students, the SWC is open to all students enrolled at Forsyth Tech, as well as female faculty and staff. The center addresses many issues including educational awareness, economic wisdom, personal development, conflict resolution, healthy living and student family support services. Programs that are offered through the center include:

- Counseling and Referrals The director of the SWC is available to provide counseling and referrals based on individual needs. Information gathered during counseling or referrals remains confidential. One of the most critical objectives of this service is to match the individual with the appropriate agency or organization that will suit her need. The SWC also has a collection of brochures and information about community agencies and programs.
- Library The SWC houses a substantial collection of more than 550 donated books, tapes and magazines. Materials in the library may be checked out by students and staff. The comfortable lounge area is available for students to study or just relax. The area may be utilized for small group meetings. A computer with Internet access is available for students needing to complete assignments or do research.
- Workshops and Displays Workshops are scheduled by the SWC on a variety of subjects during each semester. Information presented provides guidance for handling issues and challenges that students face at work, home and school. Displays are set up to inform and educate students, faculty and staff.
- > Enhancement Center The Enhancement Center is stocked with casual and professional clothing for female students in need. Items are donated by individuals and organizations. Clothes distributions are done throughout the year.

For more information, contact the Shugart Women's Center, Room 206, 2nd floor, Hauser Hall, Main Campus, 336.734.7280 or swc@forsythtech.edu.

Shugart Women's Center at Forsyth ICCN

James A. Rousseau II Minority Male Mentoring Program



Program components consist of monthly workshops, university tours, clothes closet, mentoring, academic monitoring and a leadership team. Other activities include mock interviews, resume development, referrals to community resources, intrusive coaching sessions and small group sessions.



- > To promote goal setting and positive choices in decision making.
- > To enhance communication skills, self-discipline, motivation and self-concept.
- > To develop job-seeking skills and promote work force preparedness.
- > To provide mentoring using an intrusive coaching model.
- > To provide monthly workshops to enhance life skills development.
- > To disseminate information concerning campus protocol, financial aid and student activities.
- > To begin to have the discussion concerning health diet, food preparation, exercise and weight management.
- > To promote service learning and how it strengthens ties between schools and the community.
- > To identify barriers to retention, graduation and four-year transfers and them implement solutions for increased college success.

For more information, contact the James A. Rousseau II Minority Male Mentoring Program, Room 114, 1st Floor, Allman Center, Main Campus or 336.757.3385.





The fee supports student activities programs at the college and provides funding for the student newspaper, student government, intramurals, student clubs and organizations, and other cultural and social events. Though called an activity fee, it is used for more than just providing activities. Below is a list of expenses covered by the student activity fee:

- > **Graduation expenses** are partially covered.
- > Free activities and entertainment such as the Student Resources Day, Fall Festival, Spring Fling, Martin Luther King Jr. Celebration and many other programs.
- > **Student publications** such as this Student Academic Planner and the student newsletter Technically Speaking are available free of charge.
- > Intramural sports and recreational activities (i.e. basketball, golf, volleyball, soccer, etc.).
- > **All Student Government Association expenses** are paid out of student activity fee funds. Expenses include staffing, supplies and materials for the Student Activities Office and all SGA related expenses.
- > Forsyth Tech is a member of the North Carolina Comprehensive Community College Student Government Association (N4CSGA). The N4CSGA offers two conferences each year. These conferences offer workshops and seminars to prepare students to lead the SGA.

All curriculum students pay the Student Activity Fee when they register and automatically become members of Forsyth Tech's Student Government Association (SGA).





Department of Student Activities

In **Student Activities**, we facilitate opportunities for students to become active at Forsyth Tech beyond the classroom. Our programs function to promote holistic student development with a focus on: personal/ professional development, leadership training, team building, and college resource awareness. We strongly encourage our students and staff to participate in our events, and appreciate the valuable experiences that our students bring. Student Activities

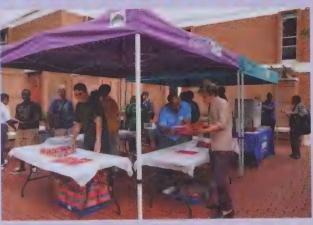
strives to not only provide an outlet for fun activities but to be an extension of the classroom. A major focus of our department is on student leadership development. Get involved! The Department of Student Activities offers a leadership series, community service opportunities and maintains the following programs and organizations:

- > Student Government Association
- > Clubs and Organizations
- > Intramural Sports and Recreational Activities Program
- > Technically Speaking (student newspaper)

We offer both extra-curricular and co-curricular programs that support diversity and promote engagement between faculty/staff, administrators, community, and students. Student Activities achieves the goal of student engagement by providing meaningful opportunities and activities for our students. We offer recreational and intramural activities that encourage leadership, wellness, and physical fitness. Various opportunities are available for students to participate in campus outreach, community service, leadership, workshops, and participation in student activities functions which promote fun, learning and development.

Department programs and initiatives are funded by the Student Activities fee and are therefore at little or no cost to students. Some of our annual events and programs include:

- > Student Resources Day
- > Constitution Day
- > Fall Festival
- A maral Tura
- > Angel Tree
- > Blood Drives
- > Leadership Development Series
- > Spring Fling
- > Martin Luther King Celebration
- > Women's Achievement Program





The **Student Government Association (SGA)** is composed of all current Forsyth Technical Community College students and is governed by the **Student Government Council**. The Student Government Council consists of the student government officers and representatives. Students develop skills in leadership, networking, team building, and project management. These are lifelong skills that are useful in any career. Students also have an opportunity to engage in college-wide and community activities that not only enhance the individual but allow them to give back.

The Student Government Association Council is intended to be a laboratory of development for motivated students. Participation in the Council provides students with an opportunity to gain a more in depth and diverse set of ongoing leadership experiences. This is an organization in which students can test their education, experiment with social and group dynamics, and make positive personal and professional changes.

Responsibilities of the Student Government Council include developing and implementing student programs under the guidance of an advisor. Conducting meetings, addressing student issues, maintaining office hours, working and managing events are all part of the learning adventure with SGA. During meetings and projects, students learn and practice parliamentary procedure, group dynamics, team work, and gain the experience of getting things done in a diverse setting. The SGA is the voice of the students.

Student Government Association Constitution

Preamble

We, the students of Forsyth Technical Community College, in order to promote the philosophy of the College, which encourages the development of its students as total persons, and in order to serve the students of our educational institution by providing leadership and opportunity for participation in a wide range of programs and activities, do establish this Constitution with the approval of the president of Forsyth Technical Community College.

Article | Name

The name of this organization shall be the Student Government Association of Forsyth Technical Community College, hereafter referred to as the SGA. All students paying an activity fee and in good standing (see Student Code of Conduct) with the college are automatically members of SGA. The governing body of the SGA shall be called the Student Government Council, hereafter referred to as the SGC.

Article II Objectives

- Section 1. To encourage an interest in our campus, college activities and student body concerns.
- Section 2. To promote a mutual respect among the administration and the student body.
- Section 3. To recommend student activity fees and develop a budget for the financial support of such activities and the SGC expenses that are compatible with the general welfare of the student body and with the purpose of the College, and to approve all expenditures of the student activity budget.
- Section 4. To make recommendations to the president and the director of student activities, hereafter referred to as the DSA, of Forsyth Technical Community College, concerning matters affecting the student body.
- Section 5. To recommend and sponsor student activities and programs in cooperation with the DSA.

Article III Composition

The Student Government Council shall be composed of student representatives who represent the multi-campus student body. Subsequently, the candidate shall be interviewed by the SGC Interview Committee, DSA and appropriate divisional dean for approval. Seats left open from any division shall be filled from the pool of applicants.

- Section 1. Representatives shall be enrolled in and actively attending at least six credit hours each semester and shall have paid the student activity fee.
- Section 2. Representatives shall maintain at least a 2.5 grade point average.
- Section 3. A president, vice president, and secretary, shall be elected from the representatives to the SGC by the student body no later than the last day of classes each spring semester. The term of office shall begin the first day of summer classes and end the last day of the following spring classes unless impeached.
 - A treasurer, public information officer, and a parliamentarian shall be elected by vote of the SGC representatives in the following fall semester. The term of office shall begin with their induction into office in the fall semester and end the last day of spring classes unless impeached.
- Section 4. The term of office of a representative shall begin with their induction into office during the fall semester and shall end the last day of the spring semester unless impeached.
- Section 5. All officers and representatives terms of office shall also be limited by probation, impeachment, graduation or voluntary withdrawal.

Section 6. The DSA shall be the senior advisor to the SGC.

Article IV Meetings

Section 1. The SGC will meet with the DSA on a bimonthly basis.

Student Government Association Constitution (continued)

- Section 2. By majority vote, the SGC may elect to become inactive during summer semester.
- Section 3. Bimonthly meetings are open to any student, staff member, board member or alumni wishing to attend.
- Section 4. The president of the SGC, the DSA, or the president of the college may call a special SGC meeting should the need arise.
- Section 5. A two-thirds majority of the active membership shall constitute a quorum.
- Section 6. A majority of one passes a vote. The president shall vote only to break a tie.
- Section 7. Voting by proxy shall be allowed only if approved in advance of a meeting by the SGC President and DSA. The representative requesting to vote by proxy shall submit the request in writing to the SGC President no later than 24 hours prior to a scheduled meeting. The request should name a designated representative to carry the vote for the requesting member and this action should be noted in the minutes of the meeting. No voting by proxy shall be allowed for new business.

Section 8. Motions passed by the SGC shall be subject to review and remand by the DSA.

Article V Duties

Section 1. The President shall:

- A. Call and preside at all SGC meetings.
- B. Be a nonvoting member of Forsyth Technical Community College Board of Trustees, and attend all board meetings and as many committee meetings as possible. No delegate may be sent in the president's place.
- C. Appoint special committees or positions as the president or the SGC deems necessary, except vacancies on the SGC.
- D. Have the power to act in the absence of the SGC representatives when in the interest of the student body.
- E. Represent the SGC in all relations with school officials and with other institutions.
- F. Submit to the SGC such recommendations as deemed necessary either in writing or in person.

Section 2. The Vice President shall:

- A. Be an assistant to the president and assume the duties of the president in the president's absence.
- B. Assume the duties of the president should the president resign.
- C. Oversee all committees of the SGC and serve as an ex officio member of these committees unless appointed as an official committee member.
- D. Oversee the Clubs Council meetings and agenda in cooperation with the parliamentarian and DSA.
- E. Assist in all other areas as requested by the president.

Section 3. The Secretary shall:

- A. Maintain and distribute the minutes of all meetings of the SGC.
- B. Maintain attendance records of all meetings, activities and projects to be reviewed with the DSA.
- C. Coordinate all incoming and outgoing correspondence.
- D. Be responsible for reminding all representatives of meetings.
- E. Assist in all other areas as requested by the president.

Section 4. The Treasurer shall:

- A. Maintain the financial reports of the SGC.
- B. Assist the DSA in maintaining the inventory of all equipment and materials owned by the SGC.
- C. Submit a financial report at all regular meetings of the SGC.

- D. Serve as chairperson of the budget committee.
- E. Assist in all other areas as requested by the president.

Section 5. The Public Information Officer shall:

- A. Maintain student information outlets, i.e., bulletin boards, marquee, newsletter, etc.
- B. Serve as liaison to the Technically Speaking staff.
- Serve as chairperson on the Poster and Publicity Committee.
- Assist the Alpha Mu Beta scheduling coordinator in advertisement and in the recruiting of the volunteer pool.
- E. Assist in all other areas as requested by the president.

Section 6. The Parliamentarian shall:

- A. Guide the SGC in matters of parliamentary procedure.
- B. Shall advise the president in matters regarding the SGC constitution.
- C. Shall be available to any club or other organization on campus for instruction on Parliamentary Procedure.
- D. Shall review all student organization constitutions and present them to the SGC for approval and maintain a file of all student organization constitutions.
- E. Assist the Vice President in coordinating the Clubs Council meetings in cooperation with the DSA.
- F. Shall chair the SGC Interview Committee.
- Section 7. All representatives, including those holding office, shall:
 - A. Not miss more than three regular meetings and one called meeting of the SGC per semester. No more than two meetings may be missed in a row.
 - B. Participate in at least 75% of all SGC projects and activities.
 - Serve on at least one committee, and miss no more than two regular committee meetings per semester.
 - D. Conduct themselves in a manner that is not detrimental to the student body, school, or community.
 - E. Student Government Council representatives who miss more than the maximum allowed meetings will be subject to examination by a Review Committee. (See Article X, Section 4.)
 - F. Be subject to one semesters probation for dropping below GPA requirements.

Article VI Committees

Section 1. Standing committees shall include:

- A. budget,
- B. poster/publicity,
- C. Flight Line.
- D. Interview Committee,
- E. all other committees deemed necessary by the president.
- Section 2. Inactive committees shall include:
 - A. All committees not meeting on a regular basis.
- Section 3. Members of committees shall:
 - A. Serve as chairperson of no more than one standing committee at a time.
 - B. Serve on no more than three standing committees at a time. (The SGC vice president shall serve as an ex officio member of all committees.)

Article VII Vacancies

- Section 1. Upon the resignation of the president, the vice president shall fill the office of president for the remainder of the president's term.
- Section 2. Upon the resignation of any other officer, the vacancy shall be filled for the remainder of the term by vote of the SGC.

Section 3. Vacancies of a member shall be filled as expeditiously as possible. The selection process shall be the same as for the composition of the SGC.

Article VIII Alpha Mu Beta Fraternity

Alpha Mu Beta Fraternity shall be the service arm of the Student Government Council. Alpha Mu Beta shall operate under the guidelines of its own constitution and by-laws. Members serve as representatives of Forsyth Technical Community College, the student body, and the SGC at various events both on and off campus. Alpha Mu Beta will be responsible for volunteer programs and partnerships on campus and in the community; and for establishing a pool of students to staff these events. Members shall maintain at least a 3.0 grade point average.

Article IX Grievance Procedures

- Section 1. Anyone who wishes to file a formal complaint concerning SGC procedures, officers or representatives should send a written complaint to the president or highest uninvolved officer and DSA.
- Section 2. The grievance will then be reviewed by the officer and the DSA and may be brought before the SGC unless the grievance is of a personal nature.
- Section 3. Action on any grievance is subject to review and remand by the president of Forsyth Technical Community College.

Article X Impeachment

- Section 1. A representative is eligible for impeachment by committing any one or combination of the following:
 - A. Does not have reasonable excuses for prolonged absences of those detailed in Article V, Section 7, items A, B and C.
 - B. Does not perform the duties as assigned in the Constitution.
 - C. Exhibits conduct unbecoming an SGC member.
 - D. Academic probation by Forsyth Tech.
- Section 2. A formal written complaint must state the reason for impeachment. A copy must be sent to the DSA and the highest uninvolved officer or representative.
- Section 3. The DSA and the uninvolved highest officer or representative, plus the SGC representative of longest tenure, will constitute the Review Committee.
- Section 4. The Review Committee will review the formal complaint with the representative within ten days. If the complaint is found to be valid, the Review Committee may place the representative on probation or call for impeachment proceedings by the SGC.
- Section 5. The Review Committee must call a special meeting of the SGC for impeachment proceedings.
- Section 6. The impeachment proceedings will be held as follows:
 - A. Reason for dismissal will be read.
 - B. The highest uninvolved officer will substantiate the reason for dismissal.
 - C. The representative will explain the reason for his actions and may present any witnesses he deems necessary.
 - D. A vote will be taken and the majority will rule.

Article XI Amendments

Amendments to this Constitution shall be proposed by a representative of the SGC or the DSA at a meeting. Such amendments shall become a valid part of this Constitution when approved by two-thirds of all members at a duly announced meeting and approved by the president of Forsyth Technical Community College. Voting on such amendment may not occur during the same meeting in which amendments were proposed.

Article XII By-Laws

The SGC shall establish and maintain by-laws for the purpose of instituting rules and procedures of administration and operation of the SGA. Amendments to the by-laws shall be valid when approved by a two-thirds majority vote of the SGC and approved by the DSA. Voting on such by-laws may not occur during the same meeting in which the by-laws were proposed.

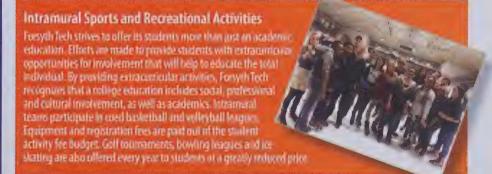
Student Clubs and Organizations

Student Activities coordinates and lends support to student clubs and organizations. Student clubs and organizations may be organized with the approval of the SGA and the Director of Student Activities. All clubs must be officially recognized through approval of a constitution. These may be related to the vocational, academic or special interest. The following clubs and organizations are currently active at Forsyth Tech:

CLUB NAME	ADVISOR	PHONE NUMBER	EMAIL ADDRESS
Alpha Delta Nu Nursing Honor Society raises awareness of the academic excellence of students in the study of Associate Degree Nursing and promotes fellowship among students demonstrating academic excellence by educational, social and recreational activities.	June Martin Amber Welborn	336.734.7439 336.734.7219	jmartin@forsythtech.edu awelborn@forsythtech.edu
Alpha Mu Beta is the service fraternity of the Student Government Council comprised of students who spark interest in student life through campus networking, personal growth and service to the community.	Julie Catanzarite Beverly Lewis	336.757.3363 336.734.7512	jcatanzarite@forsythtech.edu blewis@forsythtech.edu
Architectural Technology Club promotes architectural education, recognizes outstanding academic achievement, and provides related services to Forsyth Tech and the community.	M. Todd Shoaf	336.757.3311	mshoaf@forsythtech.edu
Checknowlogy Club is the place to go for a dance on the 64 squares, whether you're a casual chess player or looking for serious competition. Chess is a sport, an art and science that taught our ancestors Astronomy, Poetry and mathematics.	Greg Young	336.734.3385	gyoung@forsythtech.edu
Creative Writing Club exists to nurture and promote creativity and success among writers of all genres.	LeeAnn Patrick	N/A	vpatrick@forsythtech.edu
Future Advocates for Children of Tomorrow (F.A.C.T.) supports the Forsyth Tech Early Childhood Education curriculum and existing child care programs in their efforts to provide quality education for young children. It also promotes increased awareness of the need for Early Childhood Education training.	Sharon Davis	336.734.7964	sdavis@forsythtech.edu
Geology Club provides an opportunity for students and faculty to expand their understanding of Geology and related fields through programs, field trips and knowledge sharing. It includes examinations of career opportunities, the impacts of human activities on the physical world, current events, natural resources and selected topics of interest to participants.	Tim Binkley	N/A	tbinkley@forsythtech.edu
Hispanic Student Association strives to promote Hispanic culture on campus as well as provide an open atmosphere in which Hispanic students can interact with one another.	Pauline Morris	336.631.1326	pmorris@forsythtech.edu
Human Services Club is for students enrolled in the Human Services Technology program. The focus is on personal and professional development, networking, peer support, and community service.	Debby Lattimore	336.734.7958	dlattimore@forsythtech.edu
Institute for Electronics and Electrical Engineering (IEEE) promotes designing and building and encourages engineering education. Participants apply skills taught in various electrical engineering degree fields and connect with community and industry as directly approved by the college and indirectly by the IEEE local chapter.	Markus Parker Carroll Perkins	N/A N/A	mparker@forsythtech.edu N/A
Interior Design Club promotes an interest in interior design through activities and events related to the field. Club members take a trip at the end of the year to learn more about design trends outside of the community.	Giselle Taylor-Wells	336.757.3200	gtwells@forsythtech.edu
International Club is open to any student who is interested in learning more about other cultures. The group offers support to international students and sponsors several activities throughout the year including cultural events, educational forums and trips.	Carol Hayes Laura Hortal	336.734.7648 336.734.3302	chayes@forsythtech.edu lhortal@forsythtech.edu
Journalism Club encourages interest in journalism and other communication-related fields. Members exercise their communication skills regularly through writing and producing the student paper, Technically Speaking.	Chris Brincefield Elaine Hage	336.734.7290 336.734.7459	cbrincefield@forsythtech.edu ehage@forsythtech.edu
Math, Science & Technologies (MST) Student Network promotes student engagement opportunities, hands-on and practical learning, networking and involvement in activities at the college and in the community and region.	Shelton Charles Lucien Houenou	336.734.7670 336.757.3240	scharles@forsythtech.edu lhouenou@forsythtech.edu

Student Veterans Association Alpha M	Au Beta		Journalism Club
	LEE		
CLUB NAME	ADVISOR	PHONE NUMBER	EMAIL ADDRESS
Paralegal Association tries to encourage an interest in legal matters on campus and prepares its members for career opportunities in the legal profession.	Warren Hodges	336.734.7276	whodges@forsythtech.edu
Peers Accepting Challenges Together (P.A.C.T.) is a club where students with disabilities can share experiences and find support.	Sarah Hawks	336.734.7155	shawks@forsythtech.edu
Phi Theta Kappa is an international honor society of two-year colleges. Its purpose is to recognize and encourage scholarship among students on campus and provide opportunities for leadership and service.	Jane Cline	336. 734.7402	jcline@forsythtech.edu
	Maryanna Richardson	336. 734.7174	mrichardson100@forsythtech.edu
Philosophical Society strives to seek truth, promote understanding, exhibit compassion and model patience. This organization exercises and celebrates the First Amendment Freedom of Speech.	Greg Chase	336.734.7246	gchase@forsythtech.edu
	Jim Fortuna	336.734.7454	jfortuna@forsythtech.edu
	Sylvia Haith	336.734.7396	shaith@forsythtech.edu
	Debbie Pritchard	336.734.7460	dpritchard@forsythtech.edu
Promotion, Respect, Individuality, Diversity & Equality (P.R.I.D.E.) Club strives to ensure mutual respect and understanding between the LGBTQ community, their allies and the general public by providing a support network and educational information.	Amber Carpenter	N/A	acarpenter@forsythtech.edu
Sigma Theta Kappa (Criminal Justice Club) seeks to prepare its members for a career in the criminal justice profession.	Jennifer Bryant	336.734.7060	jbryant@forsythtech.edu
	Theresa Hicks	336.757.3059	thicks@forsythtech.edu
Student Nurses Association (SNA) consists of aspiring nurses and was formed to prepare these students for a career in the nursing profession.	Sue Ellen Miller	336.734.3250	smiller@forsythtech.edu
	Ellen Wyrick	336.734.3291	mwyrick@forsythtech.edu
Student Veterans Association of Forsyth Tech strives to raise awareness of Military Veterans, promote fellowship among Veterans and their supporters, inform members of Veterans benefits and opportunities, promote the U.S. Constitution and various forms of service and cooperate with other worthwhile causes and projects on campus.	Greg Chase	336.734.7246	gchase@forsythtech.edu
	Cecelia Davis	336.734.7368	cdavis@forsythtech.edu
	Dianne Mounce	336.734.7732	ddmounce@forsythtech.edu
	David Wood	336.757.3313	dwood@forsythtech.edu
Sustainability and Environmental Technologies Club strives to bring education and awareness of technologies in sustainable market and environmental issues and create a forum for interaction and participation of Forsyth Tech students with local businesses, community organizations and other colleges.	Toni Beery	336.734.7244	tbeery@forsythtech.edu
	Ahn Nghiem	336.734.7231	anghiem@forsythtech.edu
SWCircle (Committed to Incorporating Resources Centered in Leadership Experiences) promotes educational, personal and professional advancement of women by connecting them with a network of fellow-students, resources and development opportunities.	Sherraine McLean	336.734.7242	kmclean@forsythtech.edu
Transition Club serves as a support system for those who have lost their jobs due to downsizing of companies, placing emphasis on their emotional and educational needs that might differ from those of other students.	Cindy Nivens	336.757.3258	cnivens@forsythtech.edu
	Elizabeth Martin	336.734.7323	emartin@forsythtech.edu





ADVISING Flow Chart

New Students

At the Beginning of Your First Semester

Visit the Learning Center, Room 143, Ardmore Hall, and get your **Tech**link account set up. You will need your student ID for this process.

Mid-Semester

2

Look for Advising Week dates.
Check **Tech**link for the specific dates in April and October.

Go to the Student Profile option in your **Tech**link WebAdvisor Menu to identify your advisor.

Your will need to contact your advisor for an appointment.

4

Meet with your advisor during the designated period for guidance on which classes to register for.

Check your email for your specific date to register.

Log onto **Tech**link on your assigned date and register yourself for your classes.

If you experience difficulty, please contact your advisor.

End of Semester



Watch for payment deadlines and pay for classes if you haven't done so already. Students who have not paid their tuition are dropped from their classes. If you are expecting Financial Aid, please check with the Student Financial Services Office.

Academic Information

Proficiency Exams

Students who have been approved for admission or are already enrolled in a program of study may request to take a proficiency exam for a course that has a proficiency exam available. Students must receive permission from the appropriate department chairperson to earn credit for the course by proficiency examination, and must pay the testing fee before taking the exam.

Students do not necessarily have to be registered or enrolled in a course before requesting a proficiency exam for a course that has a proficiency exam available. However, if students are enrolled in a course for which a proficiency exam is requested, the request must be made by the 10th day of class. Students who withdraw from a course after the 10th day of class in any semester and have not formally submitted a request may not earn credit for that course by proficiency exam for a period of one year. Academic advisors will certify that students have not been enrolled in the course within the past year and that the prerequisites for the course have been satisfied.

Some programs have restricted proficiency exams, and students must be admitted to that program before

a request will be considered. Students may take a proficiency exam for a given course only once in a 12-month period at a non-refundable cost of \$10 per exam. Guidelines on how to apply for a proficiency exam can be obtained from the office of the appropriate division dean, Student Success Center or the Records Office. Students who successfully pass a proficiency exam will be given a grade of CR (credit granted or passed proficiency) and hours earned will be granted but will not affect their grade point average (GPA). Students should also note that proficiency exam credits are for internal use only and generally will not transfer to another college.

Grading System

The grading system found listed below is used for all credit classes at Forsyth Tech. Exceptions must be approved by the appropriate deans and students must be informed in writing in the course syllabus.

Letter Equivalent	Description	Quality Points per Grade Hr.
A	Excellent	4
В	Good	3
С	Fair	2
D	Passing	1
F	Failing	0
S	Passing	0
U	Failing	0
Р		
R		
W		
WP		
WF		
AU		
TR		
CR		
	Equivalent A B C D F S U P R W WP WF I AU TR	Equivalent A Excellent B Good C Fair D Passing F Failing S Passing U Failing P R W WP WF I AU TR

Grades A, B, C, D, F, and WF* compute in grade point average (GPA).

*"WF" is computed as an "F" in the grade point average.

Grades P, R, W, WP, I, S, AU, U, TR, and CR do not compute in GPAs.

- R Students Receiving the grade of R must re-enroll and repeat the course.
- **W** A withdrawal is the grade given to students who officially withdraw from a course up to the 50 percent point of the course.

WP/WF - A withdrawal passing/withdrawal failing is the grade given to students who officially withdraw from a class at any time after the 50 percent point of the course.

A grade of WF may be given at any time to a student if failure is a result of a violation of the code of conduct.

The grade of WF computes as a grade of F.

I - The grade of incomplete is given only if students have valid reasons for failure to complete the work on schedule and have completed at least 50 percent of the course requirements. Illness, absence on company business or circumstances beyond a student's control are considered valid reasons for a grade of incomplete. Students must have advised the instructor of the circumstance before the end of the semester to be granted an incomplete. The instructor must have specified the work to be made up in order to remove the incomplete and a date within the following semester by which the work must be completed. This will be detailed on the incomplete form, which must be attached to the attendance form. If the conditions necessary to remove the incomplete will require additional hours of instruction, students must register for the course again. If students need only to complete work without instructional supervision, this work must be completed no later than the end of the following semester.

Students who receive a grade of incomplete on a course that is a prerequisite for a higher-level course must make up the incomplete work by the end of the drop/add period in order to be allowed to register for the higher-level course.

If the grade of incomplete is not removed by the end of the semester immediately following the semester it was given, it will remain permanently recorded. (403.04)

AU - Students auditing courses are not required to take examinations or submit written work but may do so if they wish. No grade or credit toward a degree or diploma is given. An audit may not be changed to credit or credit changed to audit after the 10 percent point of the semester or the 10 percent point of the class when the class does not begin within the first five days of the semester. (403.05)

Normal attendance policies will apply. Audit students are expected to do assigned reading and participate in classroom activities. Students withdrawing during the semester will be given the grade of W. The *Audit Request Form* is available in the Records Office or from the appropriate division dean. It must be submitted to the Records Office for processing by the 10 percent point of the class.

Academic Information (continued)

Grade Point Average (GPA)

Academic progress at Forsyth Tech is based on a 4.0 cumulative grade point average (GPA) system. A final GPA of 2.0 is required for graduation from all programs of study. Students accumulate grade points based on grades earned per semester. The GPA is determined by dividing grade points earned in courses by the number of semester credit hours attempted. The last grade earned in a course will be used to calculate GPA. Grades of withdrawal (W), withdrawal passing (WP), Audit (AU) or incomplete (I) will be considered as repeat grades but will not be considered as the last grade earned in calculating GPA.

Academic Appeals

Academic Dishonesty, Cheating, and Related Offenses (Rule 9 of the Student Code of Conduct)

The appeal process for a violation of Rule 9 of the Student Code of Conduct begins when the student is notified of the violation by the instructor. The student must meet with the instructor at the time of the notification or before the next class meeting regarding the charge. At the discretion of the instructor, the student may be withdrawn from the course and receive a WF grade.

If the student wishes to continue the appeal, he/ she must notify the department chair (within two workdays) and arrange a conference. The student must provide the department chair with a letter of appeal at the time of the conference. The letter of appeal must include:

- 1. Date, student's name, signature, telephone number and official student email address.
- Course number, sections number, and instructor's name.
- 3. Brief factual explanation of why the student feels that the charge is incorrect.
- 4. Provide any supporting documentation.

After conferencing with the department chair, if the issue is still not resolved, the student will notify the dean in writing (within one workday of the conference) and request a hearing before the divisional academic appeals committee. The department chair will forward the letter of appeal and supporting documentation to the dean. The dean will convene a committee (within two workdays) to hear the appeal. This committee will hear the appeal and make a final decision (within one workday) which will be reported to the dean. Within 24 hours, the dean will notify the student (by phone and student email account), the instructor and the department chair of the committee's decision. The decision of the committee is final.

Grade Appeal

Any appeal of a course grade should begin with a scheduled conference between student and instructor by the first day of a new semester. If the appeal is not resolved at this level, the student should contact and arrange for a conference with the appropriate department chair. The student has the responsibility of providing the department chair with a written letter of appeal by the third class day of the new semester in order for the appeal to be considered. The letter of appeal must include:

- 1. Date, student's name, signature and telephone number.
- Prefix and number of course grade being appealed.
- 3. Instructor's name issuing the grade.
- 4. Brief factual explanation of why the student feels the grade is incorrect.
- 5. Any supporting documentation the student feels is needed to better explain student's questions as to grade determination.

After conferencing with the department chair, if the issue is still not resolved, the student will notify the dean in writing (within two workdays of the conference) of the need for a divisional academic appeals committee. The department chair should forward the letter of appeal and supporting documentation to the dean. The dean will convene a committee (within three workdays) to hear the appeal. This committee will hear the appeal and make a final decision (within three workdays) which will be reported to the dean. Within 24 hours of receiving the information, the dean will mail the committee's decision to the student, the instructor and the department chair. The decision of the committee is final.

Academic Standing - Alert/Probation/

If a student earns less than a 2.0 GPA during any semester, they may be placed on "alert" status. Students who are on alert status and do not earn at least a 2.0 GPA during their next semester will have their academic records reviewed by their respective division's academic review committee. Division academic review committees meet at the end of each semester. The academic review committee may:

- place the student on academic probation
- require the student to receive mandatory academic counseling and/or tutoring
- reduce the number of credit hours the student will be allowed to carry
- require the student to repeat courses in which a low grade was earned

- suspend student for not more than two consecutive terms
- · dismiss the student from the program

Students who are on academic probation and do not earn at least a 2.0 GPA during their next semester will have their academic records reviewed again by their respective division's academic review committee. The committee may recommend further action, including dismissal from the program.

The student will be notified in writing of the committee's decision and copies of the notice will be sent to the Records Office, the division dean and the student's academic advisor.

The following options are available to students who are dismissed from their current program of study:

- Meet with a counselor to discuss possible educational alternatives.
- Apply for and be admitted into another credit program of study offered by the College.
- · Re-apply for admission to that program.

In addition, students on financial aid should review the financial aid satisfactory academic progress policy as they may not be eligible to continue to receive financial assistance.

Appeals Process for Academic Standing/ Probation/Dismissal

A student may appeal the decision of the division academic review committee by:

- 1. Submitting a written request to the appropriate division dean within 24 hours after formal notification of the committee's decision.
- 2. The dean will convene the division academic appeals committee.
- 3. The division academic appeals committee will make the final decision.
- 4. The dean will send written notification to the student, the department chairperson and the student's academic advisor.

Student Withdrawals

Students considering withdrawing from a class or from school are encouraged to contact their instructor(s) and academic advisor to discuss the decision to withdraw. A *Drop Form* may be obtained in the Records Office, Room 106 (1st Floor), Allman Center, Main Campus. When the student initiates a withdrawal or drop, the date the student completes the Drop Form is considered the official withdrawal date. When the instructor initiates a drop, the date the instructor records on the Drop Form is the official withdrawal date. When students fail to notify the Records Office, they may receive a failing grade.

Withdrawal from a Class - Students are responsible for completing a *Drop Form* and notifying their instructor(s), academic advisor, Records Office or Student Success Center of the decision to withdraw.

Total Withdrawal from School - Students who must withdraw from school, either permanently or temporarily, should withdraw officially. Students are responsible for completing a *Drop Form* and for notifying their instructors, academic advisors, Records Office or Student Success Center of the decision to withdraw.

Veterans and financial aid recipients must notify Student Financial Services if they discontinue enrollment.

Refund Guidelines

Program tuition and supply fees can be considered for a refund. Students must drop their classes in the Records Office (Allman Center, Room 106, Main Campus) within the designated dates in order to receive a refund.

Tuition and fee refunds for program classes are subject to the following requirements:

- A 100 percent refund may be given if students
 officially withdraw prior to the first day of
 classes of the semester as noted in the academic
 calendar. If Forsyth Tech cancels a course, the
 portion of tuition they paid for the canceled
 course will be refunded in full.
- A 75 percent refund may be given if students officially withdraw from the class(es) prior to, or on, the official 10 percent point of the semester.
- Student activity fees will be refunded only when classes are canceled and students are not registered in any other class.
- Students passing proficiency exams for courses they have registered and paid for are not eligible for tuition refunds.
- Tuition refunds are not transferable to other individuals.
- Late tuition refund requests will not be considered.
- Tuition cannot be held from one semester to a future semester.

Golden Rule

For every one credit hour for which a student registers, three hours outside of class should be set aside for study.

Example: A student taking 12 credit hours should set aside 36 hours a week outside class to study.

STOP! Dropping/withdrawing from a class may decrease the amount you will receive from your financial aid.

Here are some important guidelines to help you make smart decisions when you are thinking of dropping a class.

How it Affects Your Academic Standing

- Courses dropped before the semester starts through the 75% refund period of any semester will not show on the official transcript.
- Withdrawals after the 75% refund period of any semester through midterm will result in a grade of "W".
- Withdrawals after midterm will receive a grade of "WP" if passing the course at the time of withdrawal or a grade of "WF" if failing the course on the date last attended. A "WF" is computed in a GPA the same as an "F".

How it Affects Your Financial Aid

- Courses dropped before the semester starts through the 75% refund period of any semester will result in an adjusted financial aid award.
- Courses with grades of W, WP, and WF will be considered in assessing your progress toward completion.
- You must complete at least 66% of attempted courses with a letter grade (A,B,C,D or F), or you will no longer be eligible for federal aid. You could be placed on a grace status or be suspended if your financial aid is already in a probationary status.

- Students who stop attending all courses and/or officially withdraw from all courses and are receiving federal financial aid are only eligible for the portion of financial aid that corresponded to the amount of time they attended as prescribed by federal regulations. Dropping all classes in any one semester will require you to repay a portion of your financial aid if you drop before the 60% point in the semester. Please refer to the How to Avoid Owing Financial Aid Back link on the Financial Aid TechLink page for more information and specific dates.
 - Students are considered to "earn" their financial aid by attending class. Students withdrawing from all courses after the 60% point of the semester are considered to have earned 100% of their aid. For the 2013-2014 award year, students will have earned 100% of their aid if they totally withdraw with last dates of attendance on or after:

Wednesday, October 30, 2013 for Fall Semester, 2013

Wednesday, March 19, 2014 for Spring Semester, 2014

Monday, June 30, 2014 for Summer Term, 2014

Please refer to the Satisfactory Academic Progress Policy on the Financial Aid TechLink page for additional detailed information.

If you have any questions or would like more information before you decide to drop a class, please visit the Office of Student Financial Services, 2nd Floor, Allman Center, Main Campus or call 336.734.7235.

Intellectual Property Policy

Students own the copyrights in all works they have created, unless, prior to the creation of the work, assigned the copyright in that "Student Work" to Forsyth Tech through a formal, signed contract. However, as a condition of enrollment and in consideration for such enrollment, the creator of a Student Work shall be deemed to have granted Forsyth Tech a College License with respect to all Student Works created by that Student. In addition to the standard terms of a College License, permissible uses of Student Works shall include, but are not limited to, educational, promotion, publicity and fundraising efforts by Forsyth Tech. Forsyth Tech also has the right to sublicense the use of the Student Works to third parties for a finite period of time for the limited purposes of display and reproduction in the context of promotional efforts.

For more information on our Intellectual Property Policy and how it pertains to students, please access the Intellectual Property Policy in the Student Section of Techlink, Instructional Services, New and Revised Policies.

Student Code of Conduct

Preamble

Forsyth Tech is a community comprised of students, faculty, administrators and staff. The act of enrollment at Forsyth Tech includes an acceptance by the student of the rules of the community. By enrolling, the student accepts the obligation to assist in making Forsyth Tech an effective place to learn to engage in the pursuit of truth, to develop a sense of self and contribute to the improvement of society. Each enrolled student is expected to behave as a responsible adult, and Forsyth Tech assumes and requires that students who enroll in the various programs will maintain standards of conduct appropriate to the status of students at Forsyth Tech.

Forsyth Tech has an inherent responsibility to maintain order on its campus. Therefore, any student who engages in behavior that is disruptive to or incompatible with the mission of the College will be subject to appropriate discipline as provided for in this code.

To this end, Forsyth Tech recognizes, declares and vests certain rights in each student enrolled at Forsyth Tech.

Student Rights

A. Legal Rights

All the rights and privileges guaranteed to every citizen by the constitution of the United States and by the state of North Carolina shall not be denied any student. Furthermore, Forsyth Tech shall adhere to all of the statutes of the United States and the state of North Carolina. Forsyth Tech has recognized the Student Government Association as the approved agency to voice students' opinions and speak on institutional policies concerning students' activities.

B. Rights of the Learner

The instructor in the classroom and in conference shall encourage free discussion, inquiry and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

C. Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides safeguards regarding the confidentiality of, and access to, student records. FERPA policies are described in more detail in the section of the catalog under Academic Advising and Registration

D. Freedom of Association

Students are free to organize and join an association organized or existing to promote students' program or career interest. Student organizations must select a faculty advisor and submit a constitution to the Student Government Council.

E. Due Process

Due process procedures are established to guarantee the right of hearing, a presentation of charges, and evidence for charges. This will be done through the Student Conduct Committee.

General Campus Rules

The following is a general summary and classification of the major rules of student conduct, and any violation shall be considered a violation of this code of conduct. For purposes of Forsyth Tech rules and regulations, Forsyth Tech grounds are defined as any location owned, leased, rented, controlled or otherwise occupied by Forsyth Tech or any division thereof.

Rule 1. Disruption and Disorderly Conduct

A student shall not engage directly or aid and abet in

disorderly conduct that is intended to provoke violent retaliation or cause a breach of peace that disrupts, disturbs or interferes with the normal routine, activities or teaching of students, or that disrupts, disturbs or interferes with the peace, order or discipline on Forsyth Tech grounds.

Rule 2. Damage to or Destruction of Forsyth Tech Property

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, substantial damage to be done to Forsyth Tech property or shall not steal, or attempt to steal, Forsyth Tech property.

Rule 3. Damage to or Destruction of Private Property

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, damage to private property of another or shall not steal, or attempt to steal, private property of another when on Forsyth Tech grounds or while attending a Forsyth Tech activity, function or event held off Forsyth Tech grounds.

Rule 4. Assault or Verbal Abuse of Forsyth Tech Employees

A student shall not intentionally cause, or attempt to cause, physical injury, verbal abuse, or harassment or communicate a threat to a Forsyth Tech employee.

Rule 5. Assault or Verbal Abuse of Persons Other Than Employees

A student shall not intentionally cause, or attempt to cause or threaten to cause physical injury, verbal abuse, or harassment or communicate a threat or direct any profane language toward any other student or Forsyth Tech agent, guest or visitor at any time while such student is enrolled at Forsyth Tech or while such student is on Forsyth Tech grounds or is attending a Forsyth Tech activity, function or event held off Forsyth Tech grounds.

Rule 6. Weapons and Dangerous Instrumentalities-North Carolina General Statute 14-26

It is unlawful for anyone to possess any weapon, whether openly or concealed, while on educational property. House Bill 1008: It is a felony to possess or carry a firearm or explosive device on educational property or to aid a person less than 18 years old to possess or carry a firearm or explosive device on educational property. This bill makes it a misdemeanor to cause, encourage or aid a person less than 18 years old in taking or possessing other types of weapons on educational property. This bill also makes it a misdemeanor for any person who owns or possesses a firearm and who resides in the same premises as a person less than 18 years of age to store or leave the firearm in a condition that the firearm can be discharged and in a manner that the person knew or should have known that an unsupervised minor would be able to gain access to the firearm. In practice, then, this statute permits prosecution of anyone carrying any dangerous instrument in school, on school grounds or at any school activity.

Rule 7. Narcotics, Alcoholic Beverages and Controlled Substances

A student shall not knowingly or negligently own, possess, use, transport or be at any time under the influence of any narcotic drug, alcoholic beverage or any other controlled substance (as controlled substance is defined by the North Carolina General Statutes or 21 U.S.C. subsection 812) while on Forsyth Tech grounds or during the time when a student is participating in any Forsyth Tech activity, function or event off Forsyth Tech grounds. Use of any drug authorized by medical

prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.

Rule 8. Classroom and Campus Activities

A student shall comply with all directions of Forsyth Tech faculty, administrators or authorized personnel during any time when the student is under the authority of Forsyth Tech personnel. A student on campus shall promptly identify himself to a Forsyth Tech official or campus police officer at all times upon reasonable request. Furnishing of false information to any Forsyth Tech personnel including forgery, falsification or fraudulent misuse of any documents, records or identification cards is a violation. A student shall appear before Forsyth Tech officials or disciplinary bodies when so directed. Any failure by any student to abide by these regulations in this Rule 8 shall constitute a violation of this code of conduct.

Rule 9. Academic Dishonesty, Cheating, and Related Offenses (Violation of Rule #9 will follow the Academic Appeals Process.)

It shall be a violation of Forsyth Tech code of conduct for a student to commit any one of the following acts:

- Academic cheating, including but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor.
- Plagiarism or the intentional presentation of work of another without proper acknowledgment of the source.
- Fabrication and falsification or the intentional misrepresentation of any information or citation in an academic exercise.
- 4. Submission of substantial portions of the same academic work for credit more than once without authorization.
- Abuse of academic materials in the form of destruction, theft or concealment of library or other resource material or of another student's notes or laboratory experiments.
- Complicity in academic dishonesty in helping or attempting to help another student to commit an act of academic dishonesty.

Rule 10. State and Federal Laws

A student shall not violate any state or federal laws while on Forsyth Tech campuses or while attending a Forsyth Tech activity, function or event off Forsyth Tech grounds.

Rule 11. Student Attire Code

Although Forsyth Tech students may dress informally, cleanliness and neatness of appearance must be maintained. Shirts and shoes are required at all times while the student is on campus or at all times while such student is attending a Forsyth Tech activity, function or event off Forsyth Tech grounds. Special technical or vocational credit programs, such as the health credit programs, may require special attire for clinical or laboratory areas. A student shall not attend classes or laboratory work conducted in the clinical or laboratory areas if such student is in violation of the attire codes for such areas.

Rule 12. Involuntary Psychological or Psychiatric Withdrawal

It shall be grounds for immediate dismissal if and when it shall be determined in the reasonable discretion of the president or vice president of Forsyth Tech that a student poses a threat to the physical well-being of himself or others or if such student has a physical, mental or emotional condition of such a nature as to disturb or disrupt the normal and usual activities of other persons on campus. A student shall agree to have a psychiatric evaluation when it appears to the satisfaction of the president of Forsyth Tech, or designee, that such examination is in the best interest of the student or Forsyth Tech or both.

Rule 13. Children in Classrooms or Shop Areas

Children are not allowed in classrooms or shop areas during class sessions, nor may they be left unattended in the library, in The Grill, student lounge or on campus grounds.

Rule 14. Roller Skating, Roller Blading and Skateboarding

For the safety and well-being of all Forsyth Tech students, employees and visitors, no one is permitted to roller skate, roller blade, or skateboard on sidewalks, parking lots or any other College property.

Rule 15. Cell Phone and Electronic Devices

Forsyth Tech considers the use of cell phones to be disruptive to the classroom setting. Therefore, students are to turn off all cell phones while attending class or participating in class-related activities (i.e., labs, clinicals, etc.). The use of other electronic devices (such as laptops, netbooks, PDAs, recording devices, etc.) for learning purposes is permitted provided they do not disrupt the learning environment or create an academic integrity issue. The instructor may at his/her discretion prohibit the use of any electronic device. Students who do not comply will be considered in violation of the Student Code of Conduct, and appropriate disciplinary action will be taken. Approved: 11.16.09. Effective Date: 01.01.10

Rule 16. Student Computer Use Policy

A. Computer System Accounts

- Computer System Accounts are restricted to authorized student users who have been assigned a login ID and password.
- Student users are responsible for the proper use of their accounts (including but not limited to Techlink, Blackboard, and e-mail). This includes the protection of login IDs, Student IDs and passwords, as well as other responsibilities outlined in the College's policies.
- All students with Forsyth Technical Community College e-mail accounts must use the College e-mail system when conducting College business.

B. Acceptable Uses

- Activities intended to facilitate the exchange of information in furtherance of education, service and research consistent with the mission of Forsyth Technical Community College and the North Carolina Community College System.
- 2. Activities for the purposes of obtaining and in support of classroom and online instruction.
- 3. Activities that enhance and promote educational and other school activities.

C. Prohibited Activities

The following are intended as guidelines and are

- not to be considered an inclusive or complete list of all prohibited activities:
- Connecting any personally owned electronic devices, including but not limited to personal computers, to the College's network ports.
- Providing any unauthorized user access to the Forsyth Technical Community College academic network.
- 3. Intentionally creating, modifying, or copying files to or from any areas to which the user has not be granted authorized access.
- Intentionally performing any activity that would cause network congestion, disrupt network operation, or interfere with the work of other network users on the Forsyth Technical Community College network or any other network.
- Disguising one's identity in any way, including the sending of falsified messages, removing data from system files, and the masking of a process name.
- Accessing any network computer, files, or directories, on any network computer that the user has not been authorized to use at Forsyth Technical Community College or any other network.
- 7. Using the Forsyth Technical Community College network or internet connection to view or transmit any communication where the content, transmission or distribution would violate any applicable local, state, federal or international law or regulation, or Forsyth Technical Community College policy, or would likely be highly offensive to the recipient or recipients thereof.
- Using the Forsyth Technical Community
 College network or internet connection to view
 or access, download, send, store or receive
 pornography.
- Using the Forsyth Technical Community College campus network or internet connection for commercial purposes such as advertising or selling commercial offerings.
- Using the Forsyth Tech network to access unauthorized personal information or other activities that would infringe upon or invade another individual's privacy or violate the Privacy Act.
- Violating the Virus Eradication Act by intentionally propagating or introducing a computer virus, worm, Trojan, other malicious software or any program designed to cause disruption to a computer or network.
- 12. Performing any action that would violate copyright laws and software license agreements. Forsyth Technical Community College purchases licenses for use of a wide variety of copyrighted computer software. The College does not own the copyright on this software or its related documentation and, unless authorized by the software developer or publisher, does not have the right to reproduce it. According to the United States Copyright Law, illegal reproduction of computer software can be subject to civil damages and criminal penalties including fines and imprisonment. Forsyth Technical Community College does not condone the illegal duplication of computer software or the use of illegally duplicated software. Students shall use computer

- software only in accordance with its licensing agreements. Any student, who makes, acquires or uses unauthorized copies of computer software shall be subject to disciplinary action.
- 13. Using Forsyth Technical Community College computers and/or network in any criminal activities or performing any action that would violate the Federal Telecommunications Act of 1996, including but not limited to, illegally accessing secured computer systems.
- 14. Performing any other computer related activity that would violate state, federal law/acts, including but not limited to, the Family Educational Rights & Privacy Act (FERPA), the Health Insurance Portability & Accountability Act (HIPPA), Payment Card Industry (PCI) compliance, or any policies and regulations of the College.

D. Electronic Communications

- In recent years, electronic communications, including but not limited to, e-mail (electronic mail) and instant messaging has become a major means of communication for employees and students both within the College and beyond. E-mail use raises a number of issues including privacy of messages, e-mail address publication, rights of discovery, acceptable use, harassment, and storage.
- 2. This policy applies to all electronic communications, including but not limited to, e-mail established by the College for students, and clarifies the College's electronic communications policies and account use. Persons who are given access to the College's e-mail systems are expected to familiarize themselves with, and abide by, the policies in this document. Because of the rapid advances in technology, this cannot be an all inclusive list. Knowledge, intent, and harm done will be assessed during any investigation and considered in any disciplinary action.
- All communications and information transmitted by, received from or stored in the College's electronic communications systems are Forsyth Technical Community College's records and the property of the College.
- Users have no reasonable expectation of personal privacy with respect to any matter stored in, created, received or sent over College electronic communications systems.
- The College may monitor student electronic communications for any reason, without the permission of any account user. This includes possible monitoring of deleted files, metadata and other electronic information stored on the College's central back-up system or otherwise available as part of its data management.
- A user does not have any greater right of privacy or otherwise diminish the College's right of access by using passwords or other security measures on the College's computer systems.
- Files obtained from sources outside the College, including files attached to e-mail, should not be downloaded or used without first scanning the material with industry standard virus-checking software.
- The College's policies against sexual or other harassment apply fully to the College's electronic communication systems. Therefore NO electronic communication should be sent,

Student Code of Conduct (continued)

printed or saved which contains material that is inconsistent with the College's policies (e.g., policies against discrimination, retaliation and harassment, sexual or otherwise). Students may notify the helpdesk if an e-mail has been received that violates this policy.

- Users should write electronic communications with no less care, judgment and responsibility than they would use for professional letters or internal memoranda on professional letterhead.
- 10. Those using the College's electronic communications systems and services shall not employ a false identity. It is a violation to originate e-mail in such a manner as to create the impression to the recipient that the e-mail originated from another source or individual.
- 11. Violations of the College's e-mail policy may result in disciplinary action.

E. Data Security

- The College's information and data must be handled in such a manner that it will be protected from unauthorized or accidental disclosure, modification or loss. Access to information and data available through the College's network systems must be strictly controlled in accordance with approved access control criteria, which is maintained and updated regularly. The College's information and data is considered to be any piece of data or collection of data that pertains to the normal business and operation of the College. This includes all student related information as well as College business and financial information.
- This policy covers the general procedures and processes to follow when accessing College related data, which includes, but is not limited to, sensitive data such as social security numbers, student ID numbers, PINs, account numbers, credit card information, personal health information (PHI) and College ID.
- Any printed College sensitive data must be protected and/or destroyed when no longer of value. This includes but is not limited to student records printed at registration, financial reports or other records

F. Account Ownership

Computer System accounts and internet access are privileges provided to students by Forsyth Technical Community College. The Forsyth Technical Community College reserves the right to terminate network account and internet access without prior notice.

G. Liability

Users are responsible for knowledge and compliance with any updates to this document. Current edition and revisions will be posted on Techlink. Users are solely responsible for all activity with respect to their accounts, electronic communications and data security. Activities or violations that trigger an investigation and findings of culpability may result in a range of disciplinary actions.

H. Abuse Notification

In the event of a violation, Forsyth Technical Community College will take action according to

college policy. In the event of violation(s) of local, state, federal or international laws and regulations, Forsyth Technical Community College will cooperate with the appropriate investigative agencies.

I. Privacy Notification

You DO NOT have a reasonable expectation of privacy with regard to your computer use, computer system accounts, electronic communications or data, including but not limited to, your e-mail, files, and all other account activity. Selective and continuous monitoring is in use, including but not limited to monitoring software.

Rule 17. Unauthorized Distribution of Copyrighted Material

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Violation of the Code of Conduct

The following are the degrees of disciplinary action that may be taken as a result of violation of the Student Code of Conduct:

- Verbal Warning A verbal warning that the specific behavior/condition will not be continued or repeated or further disciplinary action will be taken.
- Warning A written notice to the student that continuation or repetition of specified conduct will be cause for further disciplinary action.
- 3. Disciplinary Probation A written reprimand to the student for violation of a specified rule, which may include exclusion from participation in a class or specified activities for a specified time as set forth in the notice.
- Restitution Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or compensate for damages.
- Suspension Exclusion from class or classes and other student privileges or activities as set forth in the notice of suspension.
- 6. Dismissal or Expulsion Termination of student status for a definite period of time. At the end of this period of expulsion, the student is eligible to apply through the academic dean of the division for consideration for readmission.
- Other Other types of discipline as set forth in campus rules and regulations consistent with the incident involved.

If, as a result of a violation of the Student Code of Conduct a

student is dismissed from class or classes, the student may receive a failing grade(s), and the disciplinary dismissal will be recorded in the student's permanent record.

The conviction of a student of a criminal offense involving personal misconduct of a kind, which, if condemned by the College, would reflect dishonor or discredit on the college, shall be sufficient grounds for suspension or dismissal of such students.

Enforcement Procedures

Student conduct on a Forsyth Tech campus or student conduct during a Forsyth Tech activity, function or event held off Forsyth Tech grounds that violates federal and/or state and Forsyth Tech regulations may be dealt with in the following manner:

- The student may be turned over to the civil authority and subjected only to the penalties imposed by that authority.
- 2. The student may be subjected to sanctions imposed both by the civil authorities and Forsyth Tech.
- The student may be subjected to sanctions imposed by Forsyth Tech, notwithstanding the fact the civil sanctions may not be imposed.
- 4. The Vice President of Student Services, or the dean for Enrollment and Student Services in his or her absence can immediately dismiss a student who is found in possession of a dangerous weapon or who otherwise in his or her estimation poses an immediate threat to the safety of the campus.

Disciplinary Procedures

A. Instructional Areas

Any instructor may request a student to leave a class, laboratory, shop or clinical area when, in the opinion of the instructor, the student's conduct or personal demeanor disrupts normal classroom activities. If the student refuses to leave the class, the instructor may call Campus Police for assistance. The instructor, identifying the student and the cause for dismissal from class, will immediately notify in writing the division dean and the dean of Enrollment and Student Services of actions taken.

The burden of requesting re-entry to class, laboratory or clinical areas will be upon the student involved. Request for re-entry must be made in writing to the instructor before the next class meeting. If the instructor is uncomfortable readmitting the student to class, she or he should refer the student to the counseling staff. If the instructor does not readmit the student, the instructor will send a written report (approved by the division dean) to the student, the vice president of Instructional Services and the dean of Enrollment and Student Services will contact the conduct officer.

B. Non-Instructional Areas

Any employee or student may file a written complaint for disciplinary action against any student enrolled at Forsyth Tech for violations of the Student Code of Conduct. The Campus Police may temporarily remove a student from campus when the student is jeopardizing the safety and security of faculty, staff and/or the student body; a written complaint must then be filed. The complaint must be filed with the Vice President of Student Services or his/her designee who will promptly investigate the complaint and make a decision regarding referral of the complaint to the conduct officer.

Student Conduct Committee

The violation of any rule contained in the Student Code of Conduct will be handled in the following manner.

 The Dean of Enrollment and Student Services will contact the conduct officer notifying him or her of the nature of the infraction.

- 2. The conduct officer will meet with the accused individual within two working days and notify the student of:
 - 1. The charges
 - 2. Possible sanctions
 - 3. The right to an objective and fair hearing
 - 4. The composition of the conduct committee
 - 5. The right to request postponement
- The conduct officer will schedule a hearing within 2 working days.
- 4. The conduct committee will conduct a hearing to decide whether the accused student is guilty or innocent. The committee will give its findings and recommendations for sanction(s) to the Dean of Enrollment and Student Services who will in turn review the recommendation of the committee and insure that due process was followed. The dean will decide to uphold, reduce or increase the recommended sanction and inform the student of the same either in person or by registered mail.
- The student then has the right to appeal the decision to the appeals committee (see appeals committee section of the conduct code).
- 6. The next step in the appeal process after the appeals committee will be to the Vice President of Student Services whose decision in most cases is final. An appeal may be made to the president only in unusual circumstances. Since the conduct hearing is an internal administrative process and not a court of law, no attorneys will be permitted during the hearing process. If the student chooses to bring an attorney, the attorney must wait outside.

Student Appeals Committee

The Student Appeals Committee will review the appeal of any student who feels that they did not receive due process from the conduct hearing and the subsequent recommendation of the Dean of Enrollment and Student Services.

The appeal will be heard under the following conditions within five working days of receipt of the confirmed appeal:

- The student must submit a written statement explaining
 why they feel that they did not receive a fair hearing to the
 Vice President of Student Services who will forward the
 statement of appeal to the committee chairperson. The
 chairperson may return the appeal to the student to clarify,
 provide additional information or to state reasons for the
 appeal. The chairperson may reject the appeal if policies and
 procedures have not been followed by the student or there is
 sound reason to reject the appeal.
- The committee's review will focus primarily on whether or not due process was followed and secondarily on the appropriateness of the sanction not on the validity of existing policies of Forsyth Tech. The committee reserves the right to suggest to the Vice President of Student Services that a current policy be examined for continued value to Forsyth Tech.
- The committee will submit its recommendation to the Vice President of Student Services, who will make a final decision and notify the parties involved.
- Records of the proceedings of the Student Appeals
 Committee are available upon written request to the Vice
 President of Student Services,
- The student must obtain special permission from the Vice President for Instructional Services to attend classes pending resolution of the case on appeal.

Appeal of Admission Decision

A student must submit a written request to appeal an admissions decision to the Dean of Enrollment and Student Services. If the student is not satisfied with the results of the

decision, he/she can appeal to the Vice President of Student Services. The Vice President of Student Services will, in turn, give the appeal to the Student Appeals Committee to hear and make recommendation(s). The committee will submit those recommendations to the president who will make a final decision.

Appeal of Residency Decision

Residency Appeal: In matters concerning residency classification, the Vice President of Student Services will review prior decisions and all materials submitted. A decision will be rendered, and all parties will be notified in writing of the decision.

To appeal the vice president's decision: The next step in the appeal process is to the state residency committee. Procedures on state appeal are available in the office of the Vice President of Student Services.

Behavior Intervention Team

The goal of the Behavior Intervention Team at Forsyth Technical Community College is to provide assistance to potentially at-risk students who may be of harm to themselves or others. The team utilizes the NaBITA Threat Assessment Rubric to classify threats, collecting a holistic view of the situation. The team also collects confidential consultation through faculty and staff. The team's primary focus is preventative rather than punitive, with the main goal of assisting students to succeed on campus.

A student can be referred to the Behavior Intervention Team through the following:

- Student Code of Conduct Referral
- · Mandatory Counseling Referral
- Program Chairs or Deans

Specific Team Functions

- To provide consultation, addressing concerns regarding the well being and safety of students.
- To be a collaborative team, drawing upon the expertise of all areas of campus.
- To assess situations and determine appropriate course of action.
- To provide mandated psychological assessments for emotional or psychological support, if deemed necessary.

Students who are referred for a mandated psychological assessment will be referred to an outside community psychologist. The psychologist can evaluate students and assist with deciding the best intervention necessary for the student and for the college. Those who do not attend or participate in the psychological assessment appointment will be in violation of the Student Code of Conduct.

Definition of Academic Dishonesty

The following are further explanations of violations of Rule 9.

A. Plagiarism:

Definition: The intentional presentation of the work of another as one's own without proper acknowledgement of the source. The sole exception to the requirement of acknowledging sources is when the ideas or information are common knowledge.

Plagiarism as the result of misunderstanding or misapplying the rules of documentation may be unintentional, but it is still plagiarism. Plagiarism includes but is not limited to:

- Copying from a written source, another student or a database (whether professional or nonprofessional; whether published or nonpublished) without proper citation in either a document or a speech.
- 2. Rewording (paraphrasing) or summarizing someone

- else's material without proper citation in a document or a speech.
- 3. Failing to cite word-for-word passages in a document or a speech.
- Using purchased pre-written materials (including computer programs and files, research designs, distinctive figures of speech, ideas and images, or generally any information belonging to another) as the student's own or having someone else do the student's work.

B. Cheating:

Definition: Intentional use or attempted use of unauthorized materials, information, notes, study aids, devices or other assistance in any academic exercise. This definition includes unauthorized communication of information during an academic exercise. Cheating includes but is not limited to:

- Copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination.
- Procuring, without authorization, tests or examinations before the scheduled exercise (including discussion of the substance of examinations and tests when it is expected it will not be discussed).
- 3. Copying reports, lab work, computer programs or files and the like from other students.
- Collaborating on laboratory or computer work without authorization and without any indication of the nature and extent of the collaboration.
- 5. Sending a substitute to take an examination.
- Receiving assistance in locating or using sources of information in an assignment where such assistance has been forbidden by the instructor.

C. Fabrication and Falsification:

Definition: Intentional alteration or invention of any information or citation in an academic exercise. Falsification refers to the alteration of information, such as altering research, clinical or practicum data. Fabrication refers to the invention or counterfeiting of information, such as inventing research or clinical data or records. It would also include altering grade reports or submitting false records for tardiness and absences for scheduled academic exercises. Altering a returned examination paper and seeking regrading also constitutes falsification.

D. Multiple Submissions:

Definition: The submission of substantial portions of the same academic work (including oral reports) for credit more than once without authorization, including submitting the same paper for credit in two courses without instructor permission.

E. Abuse of Academic Materials:

Definition: Intentional destruction, theft or concealment of library or other resource material or of another student's notes or laboratory experiments.

F. Complicity in Academic Dishonesty:

Definition: Intentionally helping or attempting to help another to commit an act of academic dishonesty, such as those acts noted above. Collaboration and sharing information are characteristics of academic communities. These become violations when they involve dishonesty. Students should seek clarification when in doubt.

Student Code of Conduct (continued)

Policies

Policy on Compliance with the Americans with Disabilities Act

A policy on compliance with the Americans with Disabilities Act (ADA) is in effect at Forsyth Technical Community College and published in the Employee Handbook. The board of trustees of Forsyth Tech intends to comply with the requirements of the Americans with Disabilities Act and provide access to education for persons with disabilities as part of the mission of the institution. The coordinator of Disability Services/ADA for Forsyth Tech should be contacted with questions or concerns regarding the ADA.

Infectious Disease Policy

Forsyth Tech is committed to ensuring, as far as possible, that each employee and student enjoy safe and healthful work and/or study conditions. To this end, the College offers the following information for students and employees.

This policy information presents the procedures to be used by Forsyth Tech to protect those students and employees who may be exposed to infectious diseases and blood-borne pathogens. Blood-borne pathogens include, but are not limited to, the human immunodeficiency virus (HIV), which is the causative agent for acquired immune deficiency syndrome (AIDS), and hepatitis B virus (HBV). These procedures are based on written requirements published in the Federal Register (29 CRF 1919.1030).

Persons infected or reasonably believed to be infected with communicable diseases shall not be excluded from enrollment or employment or restricted in their access to the institution's services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual, welfare of other members of the institution, or welfare of client, staff or students in a clinical area.

Persons who know or have a reasonable basis for believing that they have an infectious/communicable disease that may pose a threat to others have an obligation to conduct themselves in accordance with such knowledge so as to protect themselves and others. Accordingly, employees should report this information to the Human Resources director, and students should report to the Vice President of Student Services. All information will be kept confidential except to those persons determined by the Human Resources director and Vice President of Student Services, as having a need to know. These persons will be informed after the individual is advised that such action will be taken.

It is the further declared policy of Forsyth Tech that its faculty, administration and staff will conduct a continuing information program for all areas of Forsyth Tech personnel regarding communicable diseases and disabling illnesses.

Drug-Free Student Policy

Drug use and abuse by students have become major concerns in our society. These problems are extremely complex with no easy solutions. Drug use may impair the well-being of all students and the educational environment and may lead to damage of Forsyth Tech property.

Therefore, it is the policy of Forsyth Tech that the unlawful manufacture, distribution, possession or use of a controlled substance is prohibited while on Forsyth Tech grounds.

 Forsyth Tech does not differentiate between drug users and drug pushers or sellers. Any student who gives or in any way transfers or aids and abets in the transfer of a controlled substance to another person or sells or manufactures or aids and abets in the sale or manufacture of a controlled substance while on Forsyth Tech premises will be subject to disciplinary action up to and including suspension from school.

- The term "controlled substance" means any drug listed in the North Carolina General Statutes or 21 U.S.C. subsection 812 and other federal regulations. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP and "crack." They also include legal drugs that are not prescribed by a licensed physician.
- The counseling staff will conduct drug awareness and education workshops for students each semester. Individual counseling sessions and educational materials will be available in Counseling, Career and Disability Services at all times.
- The counseling staff will include in orientation sessions reference to drug policies, drug awareness and sources for assistance
- The counseling staff will be available to lecture and assist instructional staff with class presentations to help educate students regarding the health risks of alcohol and drug abuse.
- 6. The counseling staff will have available referrals for treatment and more extensive assistance.
- The counseling staff will biennially assess the institutional environment by reviewing data from Campus Police, Counseling, Career and Disability Services, instructors and other community resources to guide educational program development for students.

Crime Awareness and Campus Security Act

Staff, faculty and students of Forsyth Tech are encouraged to report all criminal actions and other related emergencies to the Campus Police, located in the Carolina Annex, Main Campus. A special emergency number has been established. Staff, faculty and students may dial extension 7325 from any campus telephone (excluding pay telephones) and receive immediate assistance. Pay telephones provided throughout campus locations are available for students to dial 911 for immediate assistance. In addition, the College has installed red emergency phones throughout the campus. Upon picking up the receiver, the phone automatically dials the 7911 emergency number. Upon receipt of a call, a Campus Police officer is assigned to respond. The call is documented if necessary, investigated and processed by the investigating officer. If necessary, or where appropriate, an outside agency such as the Winston-Salem Police Department maybe contacted for assistance. Other staff of the College, such as the Vice President of Student Services, may also become involved where appropriate.

All complaints are reviewed and, where appropriate, action is taken by the director of Campus Police. Further review and action may occur up through the chain of command, including the president and board of trustees.

A sworn Campus Police officer is on duty at all times regular classes are in session.

Forgery and Related Offenses

It shall be a violation of Forsyth Tech's code of conduct for a student to commit any one of the following acts:

- Academic cheating, including, but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor.
- 2. Plagiarism or the intentional presentation of work of another without proper acknowledgement of the source.
- Fabrication and falsification or the internal misrepresentation of any information or citation in an academic exercise.
- Submission of substantial portions of the same academic work for credit more than once without authorization.
- Abuse of academic materials in the form of destruction, theft or concealment of library or other resource material or of another student's notes or laboratory experiments.

- Complicity in academic dishonesty in helping or attempting to help another student to commit an act of academic dishonesty.
- Furnishing of false information to any Forsyth Tech
 personnel including forgery, falsification or fraudulent
 misuse of any documents, records or identification cards.

Sexual Harassment Policy

Forsyth Technical Community College is committed to promoting an atmosphere in which all members of the college - faculty, staff and students - may work free of sexual harassment and provides for an orderly resolution of complaints of sexual harassment. All members of the College are expected and requested to conduct themselves in such a way that contributes to an atmosphere free of sexual harassment. Sexual harassment of any employee or student is a violation of the policies of the College, as well as state and federal law, and will not be tolerated. Anyone who violates this policy will be disciplined in accordance with appropriate disciplinary procedures. Sexual harassment is defined as deliberate, unsolicited, unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications made by any employee or student when:

- Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic or student status.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or decisions regarding a receipt of grades affecting that individual.
- Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile or offensive environment in the workplace or the classroom.

Any student or employee who believes that he or she has been subjected to sexual harassment in violation of this policy should file a confidential complaint to the Vice President of Student Services or the director of Human Resources for employees. An investigation of these allegations will be conducted promptly and appropriate action taken.

Sexually harassing behavior may include offensive sexual flirtation, advances, propositions; continued or repeated abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words used to describe an individual; and the display in the workplace or on campus of sexually suggestive objects or pictures.

Student Grievance Policy

Preamble

Forsyth Technical Community College is committed to the principle of fair and equitable treatment and mutual respect for all members of the college community, especially students. When a student believes that he or she has been treated unfairly by an employee of the College it is our intention to insure that the student has clearly defined avenues of recourse such that the complaint can be resolved fairly and equitably. It is preferable that the complaint be resolved informally; however, when that is not feasible, this policy will insure that a formal process for resolution is available.

Definitions

Student: A student is defined as any person currently enrolled in any course or program offered by Forsyth Tech. This includes high school or those individuals enrolled through distance learning.

Prospective Student: Any individual who has applied to the College, but has not been admitted to a specific program.

Department Chair: The individual who is in charge of one or more academic programs. This is the first major level of supervision to which an official grievance can be filed.

Dean: This individual is the immediate supervisor of all the department chairs or directors within a given academic or administrative division.

Division Vice President: This individual has supervisory responsibility for the deans in a given division and for the respective academic or administrative division overall.

Academic or Administrative Division: The academic and administrative divisions of the College are Business Services, Corporate and Continuing Education, Institutional Advancement, Information Services, Instructional Services, and Student Services,

President: The president is the chief executive officer of the College.

Grievance: A grievance is defined as a complaint or dispute of a student regarding the College with respect to the following:

- The interpretation and application of the policies and regulations of the College or the North Carolina Community College System in areas other than disciplinary or academic appeal decisions addressed through the Student Code of Conduct.
- 2. Acts of retaliation as a result of the grievance procedure.
- Complaints of discrimination on the basis of national origin, race, creed, religion, political affiliation, gender, sexual orientation/preference, age or disability.
- 4. Actions that violate the constitutional rights of individuals.

Grievance Advisor in the Student Success Center: A grievance advisor serves as an informal, independent, neutral and confidential problem-solving resource for student grievance related issues. This individual's services will be consultative in nature and will help the student clarify or reframe issues, develop options, and understand policies and procedures. While students are not required to use these services, they are strongly encouraged to do so. Requests and consultations are kept confidential. A grievance advisor could serve as an intermediary/facilitator or mediator when disputing parties are deadlocked.

What may not be accepted as a Student Grievance:

- Grievances may not be used to challenge College policies and general procedures.
- 2. Claims based on purchases or contracts.
- 3. Claims against an employee on matters that are unrelated to the employee's job or role at the College.
- 4. Disciplinary decisions will be handled through the Student Conduct Committee.
- Grade appeal decisions will be handled through the academic appeals component of the Student Code of Conduct.

LEVEL 1 - The Informal Stage

Note: The interests of all are best served when complaints are resolved at the lowest possible level of the organization structure, thus an attempt should be made to resolve all student complaints in an informal manner. Any employee of the College receiving a complaint concerning a colleague shall encourage the student to speak with the College employee involved.

Step 1: Discussion with College Employee

The student should first discuss the situation with the College employee involved, before filing a formal grievance. If the student is uncomfortable doing so, he or she should meet confidentially with a grievance advisor in the Student Success Center.

Step 2: Discussion with College Employee Supervisor

If the student has already discussed the matter with

the College employee or refuses to do so, and desires to pursue the complaint, the student will be directed to meet with the department chair or administrative supervisor; if the complaint involves a department chair, the student should contact the dean. Upon hearing the complaint, the department chair or administrative supervisor should attempt to facilitate resolution by encouraging further discussions between student grievant and the College employee, using a grievance advisor if necessary.

LEVEL 2 - Formal Written Complaint

Step 1: Written Grievance to the Student Services Division

If the grievance cannot be resolved informally (Level 1), the student should contact the office of the dean for Enrollment and Student Services and complete the Student Grievance Form. The dean will submit the completed form to the department chairperson or administrative supervisor, with a copy to the College employee involved in the complaint. The College employee may choose to send the chair or supervisor a written response to the complaint.

Step 2: Supervisor Review

The dean or dean-level administrator will review the written complaint and meet with both parties as necessary. He or she will then provide, within ten working days, a written response to the student complainant and College employee.

LEVEL 3 - Appeal to the Division Vice President

Step 1: Student Appeal of Supervisor Review

If the student wishes to appeal the Level 2 decision, he or she will request an appeal in writing to the appropriate division vice president. The dean or dean-level administrator will provide to the division vice president all written materials initially provided for the Level 2 decision and the responses. Prior to reviewing the complaint with the appropriate parties, the division vice president will provide an opportunity for the College employee and the student grievant to submit additional materials related to the written complaint. The division vice president should inform the vice president for Student Services of the decision rendered.

Step 2: Reporting of Final Decision

Once this report is completed, the complainant and employee will be informed of the decision by the originating vice president. In a case of a finding in favor of the student, a report of the finding will be filed with the Human Resources office.

LEVEL 4 - Presidential Review

While the decision of the vice president is final regarding the facts of the complaint; upon request, the president may review the grievance based on issues of due process, equal treatment, or other constitutional rights.

Time Limits

The informal resolution discussion should be initiated within 10 days of the decision, action or events giving rise to the grievance.

The formal written resolution process should be initiated within 15 days of the conclusion of the informal resolution process. At each level thereafter, the appeal will be filed within 10 days of the resolution of the previous stage and the review process at each stage will be completed within 15 days of the appeal being filed.

Academic Appeals

Academic Dishonesty, Cheating, and Related Offenses (Rule 9 of the Student Code of Conduct)

The appeal process for a violation of Rule 9 of the Student Code of Conduct begins when the student is notified of the violation by the instructor. The student must meet with the instructor at the time of the notification or before the next class meeting regarding the charge. At the discretion of the instructor, the student may be withdrawn from the course and receive a WF grade.

If the student wishes to continue the appeal, he/she must notify the department chair (within two workdays) and arrange a conference. The student must provide the department chair with a letter of appeal at the time of the conference. The letter of appeal must include:

- 1. Date, student's name, signature, telephone number and official student email address.
- 2. Course number, sections number and instructor's name.
- 3. Brief factual explanation of why the student feels that the charge is incorrect.
- 4. Provide any supporting documentation.

After conferencing with the department chair, if the issue is still not resolved, the student will notify the dean in writing (within one workday of the conference) and request a hearing before the divisional academic appeals committee. The department chair will forward the letter of appeal and supporting documentation to the dean. The dean will convene a committee (within two workdays) to hear the appeal. This committee will hear the appeal and make a final decision (within one workday) which will be reported to the dean. Within 24 hours, the dean will notify the student (by phone and student email account), the instructor and the department chair of the committee's decision. The decision of the committee is final.

Grade Appeal

Any appeal of a course grade should begin with a scheduled conference between student and instructor by the first day of a new semester. If the appeal is not resolved at this level, the student should contact and arrange for a conference with the appropriate department chair. The student has the responsibility of providing the department chair with a written letter of appeal by the third class day of the new semester in order for the appeal to be considered. The letter of appeal must include:

- 1. Date, student's name, signature and telephone number.
- 2. Prefix and number of course grade being appealed.
- 3. Instructor's name issuing the grade.
- 4. Brief factual explanation of why the student feels the grade is incorrect.
- Any supporting documentation the student feels is needed to better explain student's questions as to grade determination.

After conferencing with the department chair, if the issue is still not resolved, the student will notify the dean in writing (within two workdays of the conference) of the need for a divisional academic appeals committee. The department chair should forward the letter of appeal and supporting documentation to the dean. The dean will convene a committee (within three workdays) to hear the appeal. This committee will hear the appeal and make a final decision (within three workdays) which will be reported to the dean. Within 24 hours of receiving the information, the dean will mail the committee's decision to the student, the instructor and the department chair. The decision of the committee is final.

Smoking Policy

Smoking shall not be permitted in any building or the surrounding grounds owned or used by Forsyth Tech. This includes all campuses, centers and locations. Smoking shall not be permitted in any college, government or private vehicle operated or parked on grounds owned or used by Forsyth Tech.



POINT ME in the Right Direction



Academic Questions - Where do I go if I...

Academic Advisor

t Direction	S : 35
need a free unofficial transcript of my s Techlink > WebAdvisor > Academic Profile > Transcript of my s	grades? nscript
need an official or unofficial transcript grades? (There is a \$3 processing fee per of Pay first at: Cashier's Office	
2 nd Floor, Allman Center, Main Campus Take receipt and picture ID to: ▶ Records Office	336.734.7210
Room 106, Allman Center, Main Campus	
need tutoring or need to make-up a tes Learning Center	
	336.734.7480
want to withdraw from a course or from Student Success Center	m school?
Room 164, Allman Center, Main Campus	336.734.7156
Room 106, Allman Center, Main Campus	336.734.7472
inancial Questions — Where do 1	go if I
need financial aid?	
Student Financial Services Room 261, Allman Center, Main Campus	336.734.7235
need financial assistance for child care	?
Student Financial Services Room 261, Allman Center, Main Campus	336.734.7235
want to apply for a scholarship? Student Financial Services	
Room 261, Allman Center, Main Campus	336.734.7235
need help in getting my veteran's benef Student Financial Services	
Room 261, Allman Center, Main Campus	336.734.7235
have questions about my tuition refunction cashier's Office 2nd Floor, Allman Center, Main Campus	
need to pay tuition? (Call for payment of	
Cashier's Office	
2 nd Floor, Allman Center, Main Campus	336.734.7210

Northwest Forsyth Center

Grady P. Swisher Center

Mazie S. Woodruff Center

► Transportation Technology Center

need to purchase parking decals? (Call for payment options.)	need information about housing? Student Success Center
Cashier's Office	Room 164, Allman Center, Main Campus
2 nd Floor, Allman Center, Main Campus	·
Northwest Forsyth Center	need first aid?
· · · · · · · · · · · · · · · · · · ·	► Campus Police
1st Floor	Carolina Annex, Main Campus
Floor	
1st Floor	want to see job listings?
	► Student Success Center
1st Floor	Room 164, Allman Center, Main Campus
Transportation Technology Center	lost or found something on campus?
Cashier's Office	Information Desk
need to drop off my sponsor authorization to pay	1st Floor, Allman Center, Main Campus
for classes?	or Campus Police
Cashier's Office	Carolina Annex, Main Campus
	or Customer Service Center
2 nd Floor, Allman Center, Main Campus	
Other Questions Wilson 1- 1 'CI	South Lobby, West Campus
Other Questions — Where do I go if I	or Student Activities Center
want to get involved in campus activities or run for	Room 124, Technology Building, Main Campus 336.734.7326
an SGA office?	need definition of college terminology?
	See College Catalog or Academic Advisor
Student Activities Center	The section of the se
Room 124, Technology Building, Main Campus 336.734.7326	want to appeal a Forsyth Tech parking ticket?
want to purchase textbooks?	Campus Police
Bookstore	Carolina Annex, Main Campus
1st Floor, Technology Building, Main Campus 336.734.7289	
1 11001, recitiology building, main earnpas	want to pay a Forsyth Tech parking ticket? (Call for
want to buy Forsyth Tech memorabilia?	payment options.)
▶ Bookstore	Cashier's Office
1st Floor, Technology Building, Main Campus 336.734.7289	2 nd Floor, Allman Center, Main Campus
	or Northwest Forsyth Center
want to sell back books at the end of the semester?	1st Floor
▶ Bookstore	or Grady P. Swisher Center
1st Floor, Technology Building, Main Campus 336.734.7289	1 st Floor
have a specific should compare according	or Mazie S. Woodruff Center
have a question about campus security?	1st Floor
Campus Police	► Transportation Technology Center
Carolina Annex, Main Campus	Cashier's Office
need to report a change of name or address?	111 011 1 11 0
Records Office	need help with a personal problem?
Room 106, Allman Center, Main Campus	Student Success Center
noon roo, man compas minimum 35075 to 772	Room 164, Allman Center, Main Campus
need help in choosing a career?	want to use the on-campus computer lab?
Student Success Center	► Learning Center
Room 164, Allman Center, Main Campus	Room 143, Ardmore Hall, Main Campus
mod tips on interviewing finding a job and	Hours 13/Mariote Hally Main Campasininininin 33073 17 130
need tips on interviewing, finding a job and	want to appeal my residency status?
preparing a resume?	▶ Registrar's Office
Student Success Center	Room 106, Ardmore Hall, Main Campus
Room 164, Allman Center, Main Campus	mond halp from an autoida account
locked my keys in my car?	need help from an outside agency?
Campus Police	Student Success Center Page 164 Allegen Center Main Computer 226 724 7156
Carolina Annex, Main Campus	Room 164, Allman Center, Main Campus
Carolina Alines, main campas	or Shugart Women's Center at Forsyth Tech
need special help due to a disability?	Room 206, Hauser Hall, Main Campus
Disability Services Office	or James A. Rousseau Minority Male Mentoring Program
Room 164, Allman Center, Main Campus	Room 123, Allman Center, Main Campus
noon 10 1, minut center, main campus	

Learning Technologies

The mission of the Learning Technologies department is to enhance student success by promoting a physical and virtual environment that is conducive to learning and by providing accessible support services.

Distance Courses

Distance education is defined as a course format in which majority of instruction in a course transpires when students and teachers are not in the same place. Examples of course formats at Forsyth Tech include:

Section Numbers	Section Information and Description
700 - 749	Courses taught via videoconferencing (I-TV) utilizing the main or satellite campuses.
750 - 799	Courses taught through Web conferencing via Adobe Connect Pro.
800 - 899	Course taught in an online format through the use of a learning management system (Blackboard).
900 - 969	Classes offered in a hybrid course format, with classes using both Blackboard and face to face weekly meetings.

Blackboard

Blackboard is a Learning Management system used to deliver course content for online, hybrid and fact-to-face courses. Blackboard can be used for tasks like submitting assignments, participating in online discussions, taking tests, as well as for viewing course grades.

Accesssing Blackboard

- > Enter http://blackboard.forsythtech.edu
- > Enter your Username / TechID Your (last name) + (first initial of your first name) + (2 digit day of birth) + (last two digits of your student ID)
- > Enter your password Your password is (first 2 letters of your last name with the first letter capitalized) + (6 digit birthday)

Student Name: Michelle Student Student ID: 05843229

Student DOB: 05/23/81

Username/TechID: studentm2329

Password: St052381

Information and Training Sessions

Distance Education information sessions and Blackboard training sessions are offered throughout each semester. A complete listing of these sessions can be found on Tech-link —> College Services —> Distance Education —> Calendar

Blackboard Student Support

For Blackboard support during normal business hours, please contact the campus help desk at 336.734.7395. You can also obtain 24x7 support by dialing 1.866.517.3567.

Distance Learning Assistance

Located in the Oak Grove Center, room 2343 is a technology rich interactive learning space focused on collaboration. For more information, call 336.734.7887.

Student/Employee Portal



Personalized Online Information

Through myTechlink, you have access to:

- > School Email Your instructors and classmates can communicate with you using your very own school email account.
- > College Information You have access to information from across the college including a comprehensive campus calendar and campus news.
- > Student Profile Lose your class schedule? Need to check your account information? Want to check your grades? You can access this information and more!

Accessing Techlink

- > Enter www.forsythtech.edu/techlink or techlink.forsythtech.edu
- > Enter TechID to logon TechID is your (last name) + (first initial of your first name) + (2 digit day of birth) + (last two digits of your student ID)
- > Enter your password Your password is (first 2 letters of your last name with the first letter capitalized) + (6 digit birthday)
- > Know Your Email Address Your e-mail address is your TechID@students.forsythtech.edu

Example:

Student Name: Sally User Student ID: 1234567

Student DOB: 01/05/1974

TechID: users0567

Password: Us010574

Email: users0567@students.forsythtech.edu

See www.forsythtech.edu/techlink for more information.

Campus Phone Directory

Direct Dial Prefixes: If an extension starts with a "7", dial 734-7xxx. If an extension starts with a "3", dial 757-3xxx.

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Adams, Debra	7736	West Campus 115	Byrd, John		Oak Grove Center		Diller, Kelly		Snyder Hall	6112
Adams, Kim	3217	Greene Hall 201	Byrd, Patty	7300	Snyder Hall	6008	Dineen, Jarrett		Allman Center	118
Agnello, Beth	3269	Allman Center 448-0	Byrum, Jan	3351	Technologies	533	Dingler, Lorin	3062	NW Forsyth Cente	r 231-F
Alderman, Phyllis		Winston 211-A					Dinkins, David	3343	Parkway	138-B
Allen, Alton		Transportation Ctr. 105	C 1 11 D1		West Campus	34D-4	Dixon, Deanne		West Campus	40-4
Allgood, David	7279	Transportation Ctr. 229			Technologies	519	M. J. S. S. J. J. I. I. I. S. L. Sel. S. J.	3337	Carolina	105
Alves-Labore, Kathryn		Transportation Ctr. 156			Ardmore Hall	165	Dodson, Melissa		Transportation Cti	
Anderson, Precious		Allman Center 106-A			Ardmore Hall	253	Dollar, Carl		Salem	302-A
Anderson, Sharon		West Campus 57			Woodruff Center	239-D	Dometrius, Christopher		Allman Center	345
Andrews-Hall, Nancy	7433	Greene Hall 224		3249	Greene Hall	260	Dorsch, Andrea		Technologies	520
Arai, Hidemi		Allman Center 309-B		7420	Oak Grove Center Greene Hall	4448	Dorsett, Sam	7171	Technologies	410
Archie Fields, Rachelle	7603	Greene Hall W210				W236	Doub, Matthew		Transportation Ct	
Armstrong, Carol	3221	Oak Grove Center 4443	C 1111 D 1 1 1		Allman Center Allman Center	156	Douglas, Wanda		Greene Hall	280
Atkins, Roger		Carolina 106				107 230-E	Dozier, Nedra		Woodruff Center	102
Atkins, Tonya	7537	Allman Center 260	el 11 = 5		NW Forsyth Center		Draughn, Justin	7281	Carolina	138
Ayers, Michael		Technologies 532 Allman Center 122			Hauser Hall	236	DuBois, James		Allman Center	235-C
Azzu, Heather	7273	Allman Center 122	Chandler, Terri		Hauser Hall	206	Dyson, Jodi	/393	Allman Center	406
Baggett, Tracy	7365	Ardmore Hall 148			Swisher Center	102	Earl, Renarde	7387	Carolina Annex	
Baker, Lisa		Hauser Hall 224-B			Technologies	527	Earle, Michael	7924		230-C
Baldwin, Crystal			Chase, Greg		Allman Center	208	Eddy, Roger		Hauser Hall	308
	398.7943	Enka Campus/AB Tech	Cheek, Alesha		Hauser Hall	184	Edwards, Cindy		Snyder Hall	6105
Barker, Jamie		Maintenance	Cherry, Jewel		Allman Center	160	Edwards, Randall		Snyder Hall	6008
Barnes, Kathleen			Chiefyee, Irene		Technologies	411	Edwards, TerCraig		Woodruff Center	103
Barringer, David		Maintenance	Chilton, Jessica		NW Forsyth Cente		Eldridge, Brenda		Maintenance	102
Bates, Kirsten			Chin, Georgette		Technologies	505			Hauser Hall	224-D
Bates, Robin		Technologies 515	,		Hauser Hall	244	Ellender, Mike		Maintenance	
Bauquess, Amy		Technologies 524			Technologies	547		02x1101	Stokes County Ctr.	
Bayse, Audrey		West Campus 115			West Campus	134	Elworth, Edyce		Allman Center	419
Beard, Alan		Technologies 303			Greene Hall	217	Emerson, Wendy	7540	Allman Center	255
Beaudoin, Daniel			Clement, Sarah		Greene Hall	202	Emery, Susan	7681	Oak Grove Center	3358
Beck, Cara	631.1328	International Ctr.	Cline, Brenda	7395	Allman Center	304-D	Emms, Abigail	7657	Allman Center	259
Beck, Tamara			Cline, Jane	7402	Hauser Hall	224-A	Enevold, Jessica	748.4673	BioNetwork Pharr	n Ctr
Beery, Toni	7244	Ardmore Hall 252	Cockrum, Diane	7598	Transportation Ct	r. 202	Essick, Phil	7395	Allman Center	410
Bennett, Carolyne 5		Stokes County Ctr.	Cofer, Mona	7205	Technologies	526	Ewing, Yvonne	7234	Oak Grove Center	2319
Bennett, Justin	7817	Transportation Ctr. 228	Coggins, Kelly	7650	Allman Center	429	F			
Berra, Ronald	7715			7501	Technologies	400	Feathers-Magee, Marti		Greene Hall	W118
Beverly, Matthew	7231	Carolina 123		7389	Ardmore Hall	252	Fenstermaker, Jack		Allman Center	245-E
Billings, Mark	7243	Carolina Annex	Cook, James	7311	Oak Grove Center		Ferguson, Amos		Winston	204-D
Bishop, Todd			Cooke, Brent	3272	Oak Grove Center	2348	Fitzgerald, Abby		Hauser Hall	226
Blanco, Flo		West Campus 115			Oak Grove Center	3347	Fortuna, Jim		Technologies	566
Boger, Dale	7511	Allman Center 309-D		7285	Carolina	126		48.4661	BioNetwork Pharm	Ctr. 148
Bohannon, Pam			Coulombe, Jennifer	7723	West Campus	105	Foust, Renee	2276	Allman Center	256
Boles, Keith			Craft, Tara		West Campus	134	Fox, George		Ardmore Hall	256
Botvinick, Marshall			Cranford, Vickie		Greene Hall	107	Foxworth, John		West Campus	125
Bowen, Sherri			Crawley, Kristy		Technologies	512	Freeman, Carol		Ardmore Hall	135
Bowens, Yolanda			Crews, Carla		Allman Center	147	Freeman, Michele Fuehler, Kevin		Allman Center Ardmore Hall	302 150
Brannon, Laura			Crews, Jan		Allman Center 24		Fuller, Barbara	7222	Technologies	539
Brewster-Clemence, Belin			Crooks, Carol		Technologies	560	G		iccilliologics	
Briggs, Gay			Cruise, Grant		Oak Grove Center	2342 128	Gaines, Stevlana	7156	Allman Center	164
Brimmer, Tanya		Allman Center 245-B Allman Center 308-B		1,209	Technologies	120	Gallimore, Ellen		Woodruff Center	202-C
Brincefield, Chris Brooks, Yvonne	7290	Allman Center 308-B Ardmore Hall 167		7369	Snyder Hall	6101	Galloway, Laura		Greene Hall	215-B
Brown, Bryan			Daniels, Spencer			6004-C	Ganzert, Bart		Swisher Center	231-C
, ,		Carolina Annex Hauser Hall 258-A	D 11 M 1/ 1		West Campus		Gay, Jennifer		Allman Center	254
Brown, Doug Brown, Jaimie		Hauser Hall 258-A Allman Center 418	D. 1. D		Technologies	523	Gibson, Chris		Greene Hall	W205
Brown, Marshall		Maintenance	Davis, Pauline		Greene Hall	203	Gibson, Jenifer		Hauser Hall	204
Brown, Thomas		Technologies 400	D : CI		Woodruff Center	202-D	Glenn, Pam		West Campus	6
Broyhill, Julia		West Campus 107	D : 11 A		Oak Grove Center	2327	Glontz, Michael		West Campus	34
Bryant, Angela		Allman Center 307-A	D 1 1		Ardmore Hall	240			Ardmore Hall	133
Bryant, Jennifer		NW Forsyth Center 110	0 0 1		Maintenance		Gough, Alpha	7963	Woodruff Center	230-A
Bryant, Melisa		Technologies 400	0 0 1 11		Hauser Hall	225	Grab, Joshua		Allman Center	334
Bujan, Dale		Hauser Hall 314-H	0 11 . (1)		Maintenance		Grab, Wilson		Oak Grove Center	3350
Buljina, Aida		West Campus 34D-3	0 1 1		Snyder Hall	6008	Green, Gary	7201	Allman Center	445
Burn, Hap		Ardmore Hall 239		7175	Allman Center	302-C	Greene, Martha		Allman Center	234-D
Burns, Herb		Snyder Hall 6213	D 1 ((1:		Allman Center	260	Gregory, Sherry	7536	Snyder Hall	6010
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Campus Phone Numbers (continued)

Direct Dial Prefixes: If an extension starts with a "7", dial 734-7xxx. If an extension starts with a "3", dial 757-3xxx.

Griffin, Michelle 7771 West Campus 58 Johnson, Robert 7395 Allman Center 448 McSwaim Randall, Linda 7308 Technologies 508 Johnson, Rodney 7449 Allman Center 448 McSweeney, Denise 593,5402 Stokes Conduction 504 Johnson, Rodney 7449 Allman Center 448 McSweeney, Denise 593,5402 Stokes Conduction 540 Johnson, Rodney 7449 Allman Center 448 McSweeney, Denise 593,5402 Stokes Conduction 7459 Technologies 568 Johnson, Sherita 3382 Greene Hall 260 Middleswarth, Jean 3288 Greene Handsto, Sherita 348 Greene Handsto, Johnson, Trudee 7507 Technologies 508 Miller, Nancy 7619 Technologies 7508 Johnson, Trudee 7507 Technologies 508 Miller, Nancy 7619 Technologies 7674 Parkway Miller, Sylvia 7396 Technologies 568 Johnson, Trudee 7507 Technologies 508 Miller, Nancy 7619 Technologies 7674 Parkway Miller, Sylvia 7396 Technologies 568 Johnson, Trudee 7507 Technologies 508 Miller, Nancy 7619 Technologies 7674 Parkway Miller, Sylvia 7396 Technologies 508 Miller, Nancy 7619 Technologies 7674 Parkway 7674 Miller, Sylvia 7396 Technologies 508 Miller, Nancy 7619 Technologies 7674 Moretz Moore, Miller, Sylvia 7674 Parkway 7674 Miller, Sylvia 7674 Technologies 7787 Technologies 7787 Technologies 7787 Technologies 7787 Technologies 7787 Technologies 7789 Technologies 7	unty Ctr. 105-B e Center 2350 all 249 138-B gies 414 all 215-A enter 429 e Center 4441 enter 231-B Annex all 213 gies 305 all 280 eation Ctr. 204 enter 251 Hall 234 onal Ctr. 105-A enter 234-B
Groome, Jean 7492 Allman Center 119 Johnson, Rodney 7449 Allman Center 448 McSweeney, Denise 593, 5402 Stokes Cognore, Time 7240 Allman Center 162 Johnson, Buby 3264 Oak Grove Center 4444 Merritt, Joani 7346 Oak Grow Center 4444 Merritt, Joani 7346 Oak Grow Center 101 Miller, Sue Ellen 3288 Greene Hall 449 Johnson, Triquanna 7951 Woodruff Center 101 Miller, Sue Ellen 3250 Greene Hall 449 Johnson, Triquanna 7951 Woodruff Center 101 Miller, Sue Ellen 3250 Greene Hall 449 Johnson, Triquanna 7491 Technologies 568 Johnson, Triquanna 7459 Technologies 568 Johnson, Triquanna 7356 Fechnologies 511 Johnson, Triquanna 7356 Johnson, Triquanna 7357 Allman Center 449 Johnson, Triquanna 7357 Johnson, Triquanna 7358 Johnson,	unty Ctr. 105-B e Center 2350 all 249 138-B gies 414 all 215-A enter 429 e Center 4441 enter 231-B Annex all 213 gies 305 all 280 eation Ctr. 204 enter 251 Hall 234 onal Ctr. 105-A enter 234-B
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2240 Conservation Washington Washington	
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Johnson, Emma 748–7673 BioNetwork Pharm Ctr. McMasters, Kim 7418 Swisher Center 230-A Proctor, Martha 3903 Swisher	Center 230-F
Johnson, Jeremy 7978 Woodruff Center 202-A McMasters, Tommy 7243 Carolina Annex	

Direct Dial Prefixes: If an extension starts with a "7", dial 734-7xxx. If an extension starts with a "3", dial 757-3xxx.

NAME	PHONE or EXT.	LOCATION	ROOM		PHONE or EXT.	LOCATION	ROOM		PHONE or EXT. LO	CATION	ROOM
0				Stanback, Senneca	7360	Allman Center	206	Williams, Anu	3312 Te	echnologies	525
Quarrells, Casandra	7335	Allman Center	123	Stanley, Shannon		Oak Grove Center		Williams, Daniel		reene Hall	319
Quesenberry, Amy		West Campus		Stanley-Smith, Lisa		Allman Center		Williams, Leola		laintenance	
Quesenberry, Scot		Maintenance		Steward, lvy	3405	Transportation Ctr.		Williams, T. Michelle		echnologies	563
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Read, Russ		Technologies	532	Stroud Jr., Jerry		Transportation Ctr.		Wittenberg, Tiki		llman Center	203
Redfield, Kristin		Technologies		Summers, Julie		West Campus		Wood, David		reene Hall	W228
Redmond, Ja'Maul		Snyder Hall	620/	Sutphin, Mamie	7520	Allman Center	420	Wood, Nelda		llman Center	176
Reeves, Derrick		Carolina	100	Sutton, Jeff		Transportation Ctr.		Woods, Jackie	7527 C		108
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Richardson, Margaret		Allman Center		Tandan, Lisa	7232	Allman Center	448-R	Yevin, Bernie	7224 H	auser Hall	181
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Rockson, Annette		Swisher Center	230 /	Tedder, Terri (Denise)		Transportation Ctr.			5.4746 S		2000
Rogers, L. Renee Roman, Cassandra		Ardmore Hall		Tennis, Heidi		West Campus	38-A	Z	2.11.10.2		
				Terry, Jason		Oak Grove Center	2349	Zarick, James	7905 S	wisher Center	231-D
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Rudd, Adrian Brent	7165	Technologies NW Forsyth Cente				Technologies		MIDDLE COLLEGE			
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Rushing, Julie		Snyder Hall		Trivette, Cindy		Snyder Hall		Ashe, Barbara	7163 S	nyder Hall	6138
Rutledge, Traci 59	93.2402	Stokes County Ctr	^	Troop, Sherry		Greene Hall		Wynn, William, Principal	7445 S	nyder Hall	6146
Saddler, Ann	7/193	Allman Center	271-∆	Turner, Sharon		NW Forsyth Center		Beymer, Patrick		nyder Hall	6144
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Salandy, Andy		Technologies	565	Tysinger, Lanette		West Campus		Nakawatase, Lisa		nyder Hall	6137
Sappenfield, Tami	/113	Technologies	325	V	1130	Mest cambas	124	Pazdemik, Patrick		nyder Hall	6143
Savey, Kelli	7214	Allman Center		Valenti, Ronnie	7759	West Campus	6	Smith, Susan		nyder Hall	6142
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Scott, Karatha		Woodruff Center				Allman Center	207	Mary Lisa Irizarry, Secretar	2201 A	rdmore Hall	235
Segars, Rhonda		Hauser Hall		Vernon, Eric	7198	Snyder Hall	6101	Dexter Felder, Counselor			228/232
Sechrest, Joe		Transportation Ct		Vidal, Pam		Allman Center	148	Porchia McDaniel, Liaison		Ardmore Hall Ardmore Hall	205
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Shockley, Stephanie		Woodruff Center	230-F	Walter, Gwen		Woodruff Center	230-D	Main Number			723.0371
Shoaf, Todd		Snyder Hall	6227				W121-B				3.254.1921
Shore, Karen		Allman Center	239	Watkins, Neville		Allman Center	263		gram		0.633.3353
Silverman, Cheri		Snyder Hall	6002-B	Watts, Ann 593-540		Stokes County Ctr.		Forsyth Tech Stokes Coun	ty Center		593.5402
Simmons, Vickie		Allman Center	106	Watts, Victor		Carolina Annex		National Center for Biotec	hnology V		734.7205
Simms, Kimberly		West Campus	40-2	Weaver, Christopher		Oak Grove Center	3345	N.C. Baptist Hospital			713.8039
Simpson, Donna		Maintenance		Webb, Linda		Snyder Hall		Stokes County-Walnut Co	ve		591.5807
Smart, Robert		Maintenance		Welborn, Amber		Greene Hall	251	Small Business Center			631.1320
Smith, Anne	3321	Ardmore Hall	251	Welsh, Mica		Technologies	533	Grady P. Swisher Center			734.7903
Smith, Cindy		Greene Hall	W232	Wenner, Ellen		Woodruff Center	202-B	International Center of Fo	rsyth Tech	1	631.1325
Smith, Elaine		Technologies	103	Wesley, Deanne		Technologies	412	West Campus			734.7718
Smith, Lee		Winston	205-A	West, Wilma		Maintenance		Economic & Workforce De			
Smith, Melissa		Greene Hall	W244	Whicker, James		Allman Center		BioNetwork Pharmaceuti			748.4670
Smith, Teresa		Greene Hall	W206	Whisenhunt, Jannette		Snyder Hall		Mazie S. Woodruff Center			7950
		Technologies	411	Whisenhunt, Rhonda		Allman Center		Northwest Forsyth Cente			734.7050
Snider, Sabrina		West Campus	32D	Whitaker, Gwen		Allman Center	106-C				748.4670
Snider, Sabrina Snowden, Judy	1/49				2775	Technologies	562	School Closings (Inclement	nt Waatha	w)	723.0371
Snowden, Judy			528					action closings (inclemen	IL WEathe	[]	
Snowden, Judy Solis, Gustavo	7260	Technologies Maintenance		White, Tammy	3213	Allman Center	347				7011
Snowden, Judy Solis, Gustavo Speir, Nathan	7260 7491	Technologies Maintenance		White, Tammy Wiggins, Cindy	3213 7422	Allman Center Greene Hall	347 302-B	CAMPUS EMERGEN			7911
Snowden, Judy Solis, Gustavo	7260 7491 7911	Technologies	239-D 6008	White, Tammy Wiggins, Cindy	3213 7422 7384	Allman Center	347				7911

Maps of Campus and Center Locations

Main Campus

2100 Silas Creek Parkway Winston-Salem, NC 27103-5197 336,723,0371 (Mailing address for all locations. Please send correspondence to Main Campus for distribution.)

Traveling East or West on I-40. Take exit 192/ Peters Creek Parkway. Turn left at the light onto Peters Creek Parkway. Turn left onto Silas Creek Parkway. Turn left onto Miller Street. The Main Campus is on the left.

Forsyth Tech Stokes County Center

1165 Dodgetown Road Walnut Cove, NC 336,593,5402

Traveling North or South on US-52. Take NC-8 N/ Germanton Road Exit 114. Turn left onto NC-8/ Germanton Road. Continue to follow NC-8 for 7.7 miles. Turn left to stay on NC-8. (If you reach Treemont Dr., you've gone about 0.1 miles too far.) Go about 9.7 miles to stop sign. Stay straight to go onto Dodgetown Road and continue 0.3 miles. The center is on the left.

International Center of Forsyth Tech

Forsyth County Public Library 660 West 5th Street Winston-Salem, NC 336.631.1325 Se habla expañol.

Traveling West on Business 40. Take the Broad Street exit and turn right. Turn right onto Fourth Street. Turn left onto Spring Street. The library and parking garage are on the right, at the corner of Spring Street and Fifth Street.

Traveling East on Business 40. Take the Broad Street exit and turn right. Turn right onto Fourth

Street Turn left onto Spring Street. The library and parking garage are on the right, at the corner of Spring Street and Fifth Street.

Northwest Forsyth Center

3111 Big Oaks Drive King, NC 336,734,7050

Traveling North on US-52. Take exit 123 toward King/Tobaccoville. Turn left onto South Main Street. Proceed .3 mile and turn right onto Big Oaks Drive. The center is on the right at the end of the road.

Traveling South on US-52. Take exit 123 toward King/Tobaccoville. Turn right onto South Main

Street. Proceed .3 mile and turn right onto Big Oaks Drive. The center is on the right at the end of the road.

Small Business Center

601 West 4th Street Winston-Salem, NC 336,631,1320

Traveling West on Business 40. Take the Broad Street exit and turn right. Turn right onto Fourth Street. The center, located in the Chamber of Commerce Building, is on the left.

Traveling East on Business 40. Take the Broad Street exit and turn right. Turn right onto Fourth Street. The center is on the left.

Grady P. Swisher Center

1251 Dudley Products Boulevard Kernersville, NC 336.734.7903

Traveling East on Business 40 to Kernersville. Take Exit 16/Colfax (Left off Bus. 40 on Rt. 421). Take first exit in traffic circle onto Old Greensboro Road, then right on Dudley Products Blvd. and proceed to the Swisher Center.

Traveling from East Mountain Street. Turn left on Route 421, then take first exit in traffic circle onto Old Greensboro Road. Turn right on Dudley Products Blvd. and proceed to the Swisher Center.

and proceed to Kernersville. Cross over Business 40 and turn right on East Mountain Street. Turn left on 421, then right on Old Greensboro Road at the Dudley Products Plant. Turn right on Dudley Products Drive and proceed to the Swisher Center. **Transportation Technology Center** 4255 N. Patterson Avenue

> Winston-Salem, NC 336,757,3399

Traveling North or South on US-52. Take NC-8 N/ Germanton Road Exit 114. Turn left onto NC-8/ Germanton Road. Take the first left onto Patterson Avenue. The center is on the right.

West Campus

1300 Bolton Street Winston-Salem, NC 336,761,1002 Se habla español.

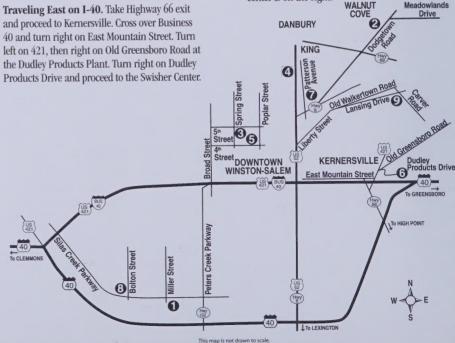
Traveling North or South on Silas Creek Parkway. Take the Bolton Street exit and turn left. The West Campus is on the left.

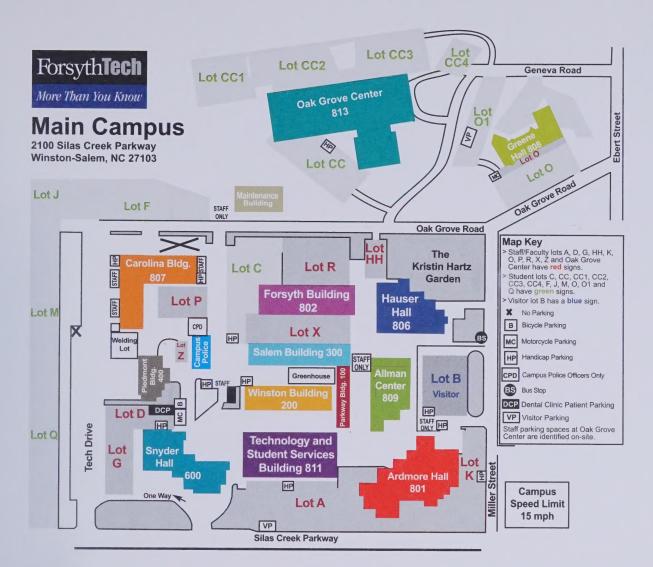
Mazie S. Woodruff Center

4905 Lansing Drive Winston-Salem, NC 336.734.7950

Traveling North on US-52. Go to the Liberty Street/Smith Reynolds Airport exit 111B. Take Liberty Street North, past the airport to the 4th stop light. Take a right on Lansing Drive. Go approximately one mile. The center is on the right.

Traveling South on US-52. Take the Akron Drive exit and turn left. Go to Liberty Street and turn left. From Liberty, at the stop light, take a right on Lansing Drive. Go approximately one mile. The center is on the right.





Allman Center - 809

Admissions Office Alumni, Annual Giving and Special Events Office **Business Services Office** Cashier's Office Classrooms/Labs Cooperative Education Counseling, Career and Disability Services **Enrollment and Student Services Office Environmental Services Office Financial Services** Forsyth Tech Foundation Grants and Contracts Office **Human Resources Office** Information Desk Information Services Office Information Systems Office Institutional Advancement Office

James A. Rousseau II Minority Male Mentoring Program Office Major Gifts and Planned Giving Office Manufacturing Programs Office Marketing and Public Relations Office Planning & Information Services Office President's Office Purchasing Office Records/Registrar's Office Recruiting/Student Support Services Office Student Financial Services Student Retention Office Student Services Office Student Success Center/Counseling Testing Center

Ardmore Hall - 801

Auditorium A & B Classrooms Distance Learning Center Early College of Forsyth Learning Center Learning Resources Library

Carolina Annex

Campus Police Office

Carolina Building - 807

Classrooms/Shops

Forsyth Building - 802

Greene Hall - 808

Classrooms/Labs Health Technologies Division Office Paul M. Wiles Schools of Nursing Len B. Preslar Jr. School of Allied Health

Hauser Hall - 806

Audiovisual Services
Business & Information Technologies
Division Office
Classrooms/Labs
Shugart Women's Center at Forsyth Tech
The Grill at Forsyth Tech (Cafeteria)

Maintenance Building

Physical Plant Services Office

Oak Grove Center - 813

Bookstore Classroom/Lab Information Desk Instructional Services Office Learning Technologies Office Shipping and Receiving

Parkway Building - 100

Bytes & Beans Café Classroom/Lab

Piedmont Building - 400 Salem Building - 300

Classrooms/Shops

Snyder Hall - 600

Classrooms/Labs
Dental Education Clinic
Educational Partnerships
Faculty/Staff Service Center
Forsyth Middle College
Institutional Effectiveness Office
Program Development and Audit

Technology and Student Services Building - 811

Bookstore

Developmental Education Office Humanities and Social Sciences Division Office

Math, Science and Technologies Division Office

Mechtild Montgomery Language Lab National Center for the Biotech Workforce Student Activities Center Student Government Council Office Thomas H. Davis iTEC Center

Winston Building - 200

Classrooms/Shops

Engineering Technologies Division Office

Disclaimer Statement - Substantial effort has been made to ensure the accuracy of information in this publication. Forsyth Tech cannot and does not guarantee the correctness of all the information, nor the complete absence of errors and/or omissions.

Complete disastructive of the Control of Ministruction of Colleges and Schools Commission on Colleges to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Forsyth Technical Community College. The Commission can be contacted to file a third-party comment during the time of the College's decennial review or to file a complaint if there is evidence appearing to support the College's non-compliance with a requirement or standard. All other inquiries about the College should be addressed directly to the College.

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